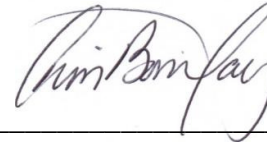
	<b>MEDIC AMBULANCE SERVICE, INC.</b>		Policy #	106.07.02
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	<u>Policy Section:</u>		Draft Date:	09/2016
	<b>106 HUMAN RESOURCES</b>		Effective:	12/2021
	<u>Policy Title:</u>		Revised:	
	<b>ATTENDANCE POLICY</b>		Review:	

Approved:



\_\_\_\_\_  
President/COO




\_\_\_\_\_  
Administrator

**I. PURPOSE:**

- A. To devise a fair and equitable attendance policy to ensure employees meet required expectations of work, to provide an effective means of tracking and where applicable, progressive disciplinary actions in order to ensure compliance.

**II. DEFINITIONS:**

- A. **“Absences”**: The failure to report for scheduled work.
- B. **“Scheduled Work”**: Any work assignment including regularly scheduled shifts, overtime, standbys, etc.
- C. **“Excused Absences”**: An absence that is excused pursuant to the submission of a MD Note, Approved Leaves (including PTO usage, FMLA, Military Leave, etc.) and any other contractually approved absence, including absences covered under the Healthy Workplace, Healthy Families Act of 2014. (AB1522)
- D. **“Unexcused Absences”**: The failure to report for scheduled work without available PTO or other prior authorization.
- E. **“One Year Period”**: A rolling one year (12 month) period extending from the date from the most recent unexcused absence.
- F. **“MD Note”**: A note from a Physician, Physician Assistant or Nurse Practitioner identifying the date(s) of absence and submitted to the Employer prior to the start of the employee’s next scheduled shift.
- G. **“Tardy”**: Reporting to work after the start of a scheduled work shift.
- H. All tardies and absences must be reported prior to the start of their shift. If notification is not made prior to 5 minutes after the start of the shift, it will be considered a No call no show.

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- I. If an Employee is unable to report to work on a scheduled shift the employer will require a minimum of four (4) hours' notice prior to the start of said scheduled shift. If the employee's assigned station changes within one (1) hour of the start of the shift, the employee shall not be disciplined or lose pay or benefits as a result of tardiness, provided the employee arrives as soon as possible in safe fashion. If an Employee fails to give notice four (4) hours prior to the start of their shift without an acceptable reason will be subject to the following progressive discipline: 1st offense =Written warning, 2nd offense = Two (2) day suspension, 3rd offense = Termination.

### III. PROCEDURE:

- A. All employees should report for duty at the expected time and place as designated by the Employer and in a state of readiness. Excessive absenteeism will not be tolerated and will be cause for disciplinary action up to and including discharge in accordance with the following:
- 2 unexcused absences in a one-year period = Verbal warning
  - 3 unexcused absences in a one-year period = Written warning
  - 4 unexcused absences in a one-year period = Suspension and Warning
  - 5 unexcused absences in a one-year period = Multi Shift Suspension (2 shifts) and Warning
  - 6 unexcused absences in a one-year period = Termination
- B. All employees must comply with policy and contractual timelines for reporting an absence. Failure to comply with timeliness guidelines will result in disciplinary action in addition to the assessment of an unexcused absence, where applicable.
- C. If an employee is tardy, they may submit proof of the reason for their tardiness i.e., news report of an accident/road closure, receipt of tire service, etc. These will be reviewed on a case-by-case basis.
- D. If an employee's tardy is not excused they will receive a verbal warning. A second unexcused tardy within a 30 day period will result in a one (1) day suspension. If an employee does not have a second tardy within the thirty (30) days period, the first tardy will drop off.