



ELITE PREMIER NURSES, LLC

POLICY

Timely and regular attendance is an expectation of performance for all EPN employees. To ensure adequate staffing, positive employee morale, and to meet expected productivity standards throughout the organization, employees will be held accountable for adhering to their workplace schedule. In the event an employee is unable to meet this expectation, he/she must obtain approval from EPN office staff in advance of any requested schedule changes. This approval includes requests for time off as well as late arrivals to or early departures from work.

PROCEDURE

I. Absent

An employee is deemed absent when he/she is unavailable for work as assigned/scheduled and such time off was not scheduled/approved in advance as required by the notification procedure.

II. Tardy

An employee is deemed to be tardy when he/she:

- Fails to report for work at the assigned/scheduled work time. In these instances, EPN staffing coordinators may replace the tardy employee for the full shift.
- Leaves work prior to the end of assigned/scheduled work time without prior EPN staffing coordinator approval.
- Takes an extended meal or break period without approval
- Arrives to work past his/her scheduled start time may be replaced for the full shift at the discretion of EPN staffing coordinator.

III. Time Clocks and Failure to Clock in/out

Employees are required to follow established guidelines for recording their actual hours worked. A missed clock in/out is a violation of this policy and includes:

- Failure to clock in/out on their designated time clock (i.e. Kronos station) at the beginning and/or end of their assigned shift; have their time sheet signed by facility staff.
- Failure to clock in/out on their designated time clock for the meal break.

At the time of notification/call, the employee must notify EPN staffing coordinator when an absence is due to a documented/approved leave of absence (e.g. Military Leave, FMLA) in order to ensure appropriate tracking of leave utilization and absenteeism.

An employee who fails to call in and report to work as scheduled even one time for a scheduled workday will be viewed as having abandoned their position and employment will be terminated immediately.

Incidents of not following the departmental notification procedures, including No-Call/No-Show, will be addressed in accordance with the Progressive Discipline policy.

V. Progressive Discipline Process

EPN will monitor their employees' attendance on a regular basis and address unsatisfactory attendance in a timely and consistent manner.

When an employee has been previously counseled under the Progressive Discipline Policy and/or the Performance Accountability and Commitment Policy, the totality of the circumstances will be assessed when determining further action.

Timely and regular attendance is a performance expectation of all EPN employees. Consequently, those employees who have exhibited unsatisfactory attendance which resulted in disciplinary action (written or final) during the year may have their behavior documented in their annual evaluation.

OCCURRENCES

An occurrence is documented as an absence, tardy or missed time clock in/out. While an absence refers to a single failure to be at work, an occurrence may cover consecutive absent days when an employee is out for the same reason.

The following grid is designed to provide guidelines when addressing the total number of occurrences in a rolling 12-month period, provided that the reason for an occurrence is not protected under FMLA or ADAAA.

NEW HIRE ORIENTATION IS 90 DAYS FROM DATE OF HIRE AND HAS A ZERO TOLERANCE POLICY

<p>Occurrence 1 Occurrence is equal to: *1 Absence *2 Tardy Shifts *3 Missed Clock-ins or outs</p>	<p>3 Occurrences 4 Occurrences 5 Occurrences 6 Occurrences</p>	<p>Step 1: Verbal Warning Step 2: Written Warning Step 3: Suspension without pay Step 4: Termination</p>
<p>No Call/ No Show</p>	<p>1 Occurrence</p>	<p>Zero Tolerance - Termination</p>
<p>Call off less than 2 hours Prior to a shift.</p>	<p>1 Occurrence 2 Occurrences 3 Occurrences</p>	<p>Step 1: Verbal Warning Step 2: Written Warning Step 3: Termination</p>

NEW HIRE ORIENTATION PERIOD

An employee, within his/her Orientation period, who has one occurrence will be terminated.

HOLIDAYS

If an employee calls out of work the day before, the day of, or the day after a holiday, the EPN staffing coordinator will review the circumstances of the absence. Based on this review, the staffing manager has the discretion to determine whether to count the incident as a regular occurrence or go directly to issuing a Written Warning for the holiday-related call out. If an employee is already on discipline they can progress to the next level.

I have read the attendance policy in its entirety and agree to the terms and conditions of employment with EPN and I understand the attendance policy.

Signature: _____

Title: _____

Date: _____