

581 Absence and Lateness
Effective Date: 2/1/2003
Revision Date: 1/15/2003

Each employee plays an important role at Keystone and when an employee is absent or late, our residents and programs suffer.

In the case of employee absenteeism because of illness, accident, or other avoidable cause, he/she must contact their immediate supervisor (or their designee) at least four hours in advance of the start of the regular shift. Keystone may, at its discretion, allow as little as two hours notice for certain shifts only. Supervisors will provide their staff with specific information on whom to contact in the event of an absence. This notification is required for each day absent unless the employee clearly states that he/she will be absent for a certain number of days.

A written release from a physician is to be submitted to the Human Resources Manager for review, prior to the employee returning to work in the following situations:

Three or more consecutive work days of absence or if Keystone believes the absence is not bonafide.

In all cases of work-related injury/illness when an employee has not been able to work after the time of the injury/illness.

When returning from medical or maternity leave of absence.

Failure to abide by these rules may be cause for disciplinary action. In addition, an employee who demonstrates more than eight days of absenteeism or tardiness per year will be subject to a review for corrective action.