

## The Right Door for Hope, Recovery and Wellness

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| Chapter Title<br><br>Human Resources      | Section #<br><br>HR     |                             | Subject #<br><br>533  |
| Subject Title<br><b>Absence From Work</b> | Adopted<br><br>04/24/06 | Last Revised<br><br>8/17/16 | Reviewed<br>4/24/06; 7/28/08;<br>7/27/09; 10/25/10;<br>1/23/12; 4/22/13;<br>8/25/14; 9/28/15<br>8/22/16 |

### **POLICY**

#### **Application**

This policy shall apply to all employees of The Right Door for Hope, Recovery and Wellness.

#### **1.0 Unplanned**

- 1.1 Any employee who encounters an unplanned absence from work must promptly notify their supervisor of such absence by telephoning his/her supervisor or designee.
- 1.2 An employee who is absent for three (3) regularly scheduled consecutive days without calling in to report the absence will be considered to have quit their employment.
- 1.3 If the unplanned absence is due to personal illness:
  - 1.3.1 Employees may be required to provide a doctor's note for any length of absence.
  - 1.3.2 After three consecutive days of absence, employees will be required to submit a doctor's note or be cleared by the Medical Services Nurse to return to work.

#### **2.0 Planned**

- 2.1 Leave time is to be requested at least two (2) weeks in advance of use. All leave time is subject to written supervisory approval.

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| Melissa McKinstry, Board Chairperson | Date |  |  |