

The Right Door for Hope, Recovery and Wellness

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

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.

Melissa McKinstry, Board Chairperson	Date		