

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 11/22/21	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; 10/29/18; 11/25/19; 11/23/20; 11/22/21

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.

1.1.1 An employee who encounters an unplanned absence from work and does not have sufficient PTO to cover the absence, must receive prior approval for the absence from their supervisor and CEO. Failure to receive prior approval will result in disciplinary action up to and including termination of employment.

- 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

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Leave time should 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		