

Animal Care League Attendance & Punctuality Policy

Reliable attendance is essential to the operation of Animal Care League and to providing consistent care for the animals. Employees are expected to report to work as scheduled, arrive on time, and communicate appropriately when they cannot do so.

Reporting an Absence

If you cannot report to a scheduled shift, you must notify your direct supervisor at least two hours before the beginning of your shift, whenever reasonably possible.

Notification must be made directly to your supervisor using the designated call-off method. Contacting a coworker does not satisfy the call-off requirement unless specifically authorized.

If an unexpected emergency prevents two hours notice, notify your supervisor as soon as reasonably possible.

Employees are not required to provide a reason for leave when using leave protected by applicable law.

Reliable Attendance

Employees are expected to maintain reliable attendance.

Unscheduled absences and tardiness may be reviewed based on the frequency, pattern, timing, and operational impact of the attendance issue.

Examples of attendance patterns that may require review include, but are not limited to:

- Frequent unscheduled absences.
- Repeated last-minute call-offs.
- A pattern of absences on particular days of the week or around scheduled days off.
- Repeated tardiness.
- Repeatedly leaving work early.
- Failure to follow the required call-off procedure.
- Attendance issues that create a significant staffing or operational burden.

An employee may be counseled or placed on an attendance improvement plan whenever their attendance becomes a concern, regardless of the number of occurrences. Absences protected by applicable federal, state, or local law will not be counted as attendance violations.

Attendance Review and Corrective Action

When attendance becomes a concern, the supervisor will meet with the employee to review the attendance record and clarify expectations.

Depending on the circumstances and severity of the issue, corrective action may include:

1. Documented coaching
2. Written warning
3. Attendance improvement plan or final warning
4. Termination of employment

The organization may move directly to a more serious level of corrective action when circumstances warrant.

No Call / No Show

Failure to report to a scheduled shift and failure to notify a supervisor is considered a no-call/no-show. A no-call/no-show is a serious attendance violation and may result in immediate corrective action, up to and including termination.

Documentation

Animal Care League will not require documentation when documentation is prohibited by applicable law.

When permitted by law, the organization may request appropriate documentation for certain extended absences, return-to-work restrictions, or other circumstances where documentation is legally permitted and reasonably necessary.

Protected Leave

Nothing in this policy is intended to interfere with an employee's rights under applicable federal, state, or local law. Protected leave, including applicable paid leave, medical leave, family leave, bereavement leave, and approved accommodations, will be handled in accordance with the law.

Our Expectation

We understand that emergencies and unexpected circumstances happen. Employees will not be penalized for legitimate, legally protected absences.

At the same time, being dependable is an essential part of every position at Animal Care League. Employees are expected to communicate promptly, follow the call-off procedure, and maintain reliable attendance so that we can provide consistent care for the animals and support the rest of the team.

By signing below you acknowledge that you have read and understand the information in this attendance policy. If you have questions please talk with your immediate supervisor or the executive director prior to signing this document.

Employee Name (Print)

Date

Employee Signature