

## **Employee No Show Policy and Procedures**

*This policy was created from obsolete policy P0062.*

Created: December 12, 2014  
Revised: October 14, 2015  
Revised: August 30, 2016

### **POLICY**

When an employee fails to report to work when scheduled and does not call the office prior to failing to report, that employee will be subject to disciplinary action up to termination. The decision to terminate will be made by the Caregiver Manager after consulting with the General Manager.

If that same employee then does not call the office by the end of that same business day in which that employee was a no call/no show, that employee is considered to have voluntarily resigned.

All reasonable excuses will be considered before either of the above actions are taken.