

River Valley Child Development Services

PROGRESSIVE DISCIPLINE **Absence without Accrued Leave**

Effective: September 1, 2013

River Valley Child Development Services, hereinafter referred to as RVCDS, does not allow regular employees to take time off without accrued paid or unpaid leave. Any regular employee who is absent without accrued leave will not be paid and is subject to disciplinary action up to and including termination, except as provided for under federal and state laws or regulations or in specific policies, i.e. family and medical leave, workers' compensation, short-term disability, etc.

An employee will be terminated when he/she is absent without accrued paid or unpaid leave for the fourth time within a rolling, consecutive 12-month period from the date of the first infraction.

For purposes of this policy, a "*rolling consecutive 12-month period from the date of the first infraction*" is the day after the one-year anniversary of the first infraction.

Infractions become inactive if they are not in the 12 month period counting backwards from the most recent infraction.

Example:

- May 4, 2013 1st absence
- July 15, 2013 2nd absence
- January 4, 2014 3rd absence
- May 4, 2014 1-year anniversary
- May 5, 2014 1st becomes inactive

In the event that all four (4) absences occur consecutively or within the same pay period, thereby eliminating the opportunity for progressive discipline, termination will occur upon notifying the Executive Director or designee of the fourth (4th) absence.

Any day in which an employee takes leave without accrual (paid or unpaid) is considered grounds for disciplinary action.

While this policy is intended to assist with the management of accrued leave, continued abuse and violations as documented by active and inactive infractions may result in further disciplinary action under Progressive Discipline Policy, Performance and Conduct.

During the 90-day provisional period, an employee is not subject to progressive discipline in regards to this policy.