


<p>New Vision Medical Laboratories Human Resources Policy Manual</p>		<p>Policy Number: nvml.hr.cul_018 Initiation Date: 01/01/2021</p>
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Policy Name: Attendance

I. Policy

New Vision Medical Laboratories (NVML) requires that associates report to work on time and on all scheduled workdays unless their time off is approved by their leader or the associate is on an approved leave of absence.

II. Purpose

To ensure continuity of operations to create a great care experience for patients and work experience for all associates.

III. Scope

This policy applies to all non-exempt associates of NVML.

IV. Policy Details

a. Corrective Action for No Call/No Show

- i. Any No Call/No Show may result in immediate corrective action, up to termination.
- ii. If an associate has a No Call/No Show for three (3) consecutive days, the associate will be deemed to have abandoned his or her job and the associate will be terminated.

b. Corrective Action for Unscheduled Absences around Days Off

- i. Unscheduled Absences occurring before or after a scheduled PTO day, holiday, or a prior requested and denied day off may result in immediate disciplinary action, up to termination.

c. Corrective Action for Occurrences

- i. In most cases, progressive discipline for occurrences will proceed as follows:

Written Warning

- i. An associate will receive a Written Warning for the following:
 - Three or more occurrences in any rolling 90-day period;
 - Five or more occurrences in any rolling 180-day period;
 - Eight or more occurrences in any rolling 365-day period.

- i. Upon receiving a Written Warning, the associate will begin a 180-day Review Period.

Final Written Warning

- i. An associate will receive a Final Written Warning for two or more occurrences within the 180-day Review Period of a Written Warning.
- ii. Upon receiving a Final Written Warning, the associate will begin a 365-day Review Period.

Termination

- i. An associate will be terminated for two or more occurrences within the 365-day Review Period of a Final Written Warning.

Upon successful completion of a Review Period, an associate will have a renewed positive record of attendance and progressive discipline for absenteeism and tardiness will reset.

V. Miscellaneous

- a. Corrective action for attendance will operate on a separate progressive discipline track from all other types of corrective action.
- b. PRN Associates: BMMH may terminate the employment of any PRN associate who has five or more occurrences in a rolling 180-day period.
- c. Associates who are absent for more than three (3) consecutive scheduled days/shifts must contact NVML Associate Health services for a leave of absence.
- d. A leader may refer an associate to a NVML sponsored Associate Assistance Program as appropriate.

VI. Definitions

No Call/No Show – Any time an associate fails to report to work during their assigned time and fails to notify the manager or designee prior to their absence.

Unscheduled Absence – Any time an associate is scheduled to work and does not report OR does not complete his/her shift. It includes sick days and days an associate leaves work early, but does not include pre-approved time off, leaves of absence, or absences otherwise protected by law.

Tardy – Any time an associate arrives at his/her work area after the scheduled shift begins or arrives on time but is not ready to work at the beginning of the scheduled shift. The expectation is that the associate is ready to perform their assigned role at the start of the shift.

Occurrence – An Unscheduled Absence (including a No Call/No Show) consisting of one or more consecutive full or partial days absent for the same reason or a Tardy greater than or equal to 3 hours is one occurrence. Tardiness of less than 3 hours is one-half an occurrence.

Review Period – The 180-day period following the issuance of a Written Warning and the 365-day period following the issuance of a Final Written Warning.

VII. Attachments

None

VIII. Related Policies

Timekeeping & Approval
Leaves of Absence
Corrective Action

IX. Disclaimers

Nothing in this policy modifies the at-will status of any New Vision Medical Laboratories associate or otherwise creates a contractual relationship between New Vision Medical Laboratories and any associate. New Vision Medical Laboratories, in its sole discretion, reserves the right to amend, terminate or discontinue this policy at any time, with or without advance notice.

Policy Approval:



Approved by Dan Myers - Executive Director of New Vision Medical Laboratories 03/22/2021