

## Foothills Area YMCA Occurrence Policy

**What is an occurrence?** An absence for a scheduled shift, shift drop, tardiness, not submitting timesheet corrections by the end of the payroll period or not approving timecards by the end of the payroll period, etc.

Occurrences may additionally include but are not limited to regular job duties, dress code, electronics usage, etc.

All FAYMCA Staff		
	Occurrences/days (rolling 90 days)	Discipline Step and Action
<b>Occurrence</b> 1 Occurrence is equal to any one of these: <ul style="list-style-type: none"><li>Absence</li><li>Tardy</li><li>Late Timesheet Correction and/or Unapproved Timecard</li></ul>	2 Occurrences	Step 1: Verbal Warning
	4 Occurrences	Step 2: Written Warning
	6 Occurrences	Step 3: Final Written Warning
	8 Occurrences	Step 4: Termination
<b>Single Day of No Call/No Show</b> (rolling 12 months NOT 90 days)	1 Occurrence	Step 1: Final Written Warning
	2 Occurrences	Step 2: Termination

### Requests:

- All time-off requests must be done at least 3 days prior to the scheduled shift.
- Any request for 2 or more consecutive shifts which may be considered "vacation time", must be submitted at least 3 weeks in advance. Requests will be reviewed based on date request received and previous occurrences, and if approved, may be exempt from occurrence total at the discretion of the supervisor.
- If no one is available to cover a dropped shift or time off request, the originally scheduled staff member will be required to work and must coordinate with the supervisor.
- With medical-related absences, supervisors should be informed promptly. A doctor's note may be required for the day(s) off to not count towards an occurrence.

The Foothills Area YMCA reserves the right to amend this Occurrence policy, and any other policies such as regular job duties, dress code, and electronics usage policies at any time at their discretion.