



## **Caregiver Attendance & Call Out Policy**

Employees should remember that regular, reliable attendance and timeliness is expected.

If an employee commits fraud or abuse by engaging in an activity that is not consistent with allowable purposes for sick time, the employee may be subject to disciplinary action.

If an employee is exhibiting a clear pattern of taking leave on days just before or after a weekend, vacation, or holiday, Hearthside, Inc. may discipline the employee.

Sick leave is paid at the employee's regular hourly rate of pay. Sick leave may be used in increments of 15 minutes after a minimum of 1 hour. Employees shall not be paid for any unused accrued sick leave upon the separation of the employee from Hearthside, Inc.

At the discretion of Hearthside, Inc. director, if an employee is absent from work for a reason that qualifies for sick leave, he/she may have the option of working the same number of hours in the same or next pay period to make up the time and not have to use earned sick leave for the missed time.

### **Absence Notification Procedures**

If an employee needs to be absent, to be late or to leave work early (for purposes that are permissible under the earned sick time law), the employee must give advance notice to his or her supervisor, except in an emergency.

If the absence is foreseeable (for example, if the employee will be absent to attend a previously scheduled appointment), the employee must provide seven days' advance notice, unless the employee learns of the need to use earned sick time within a shorter period of time. The notice consists of a written request on a standard earned sick time form, similar to a vacation request.

When an employee is unable to report for work as scheduled due to an unforeseeable need and wishes to utilize sick leave as provided under this policy, he/she should notify his/her supervisor (Staff Coordinator or On Call Supervisor) as soon as possible. They will fill out the form which will be forwarded to the employee for confirmation. In addition, an employee should notify his/her supervisor on each day of absence, unless on a pre-approved extended leave of absence. Employees may be asked to submit a health care provider's note documenting the need for leave.

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