BOYS & GIRLS CLUB
OF LAKE TAHOE

Attendance Policy - Planned and Unplanned Absences

File name: 2026.10_Policy_Attendance Policy

Policy Statement

Regular attendance is expected. If an employee is unable to report for work due to an unplanned absence, such as illness or a family emergency, they must call the Club's main phone line and email their immediate supervisor, an Area Director, and any relevant staff member at least three hours prior to the start of their scheduled shift. If the absence, early departure, or late arrival is a sick day absence, the employee should indicate they are using "sick time" on their timesheet and when they phone and email their supervisor.

Excessive absenteeism or tardiness (whether excused or not) will not be tolerated. All absences, late arrivals, early departures, and unapproved overtime are tracked and closely monitored with a point system. Excessive absenteeism or tardiness may result in disciplinary action up to and including termination.

A call out, late call out, or early departure due to an illness outlined in the Club's *Illness Policy for Club Staff, Volunteers, and Attendees* is excused, but must be marked as sick time on an employee's timesheet. If an employee has a sick balance of zero hours or does not wish to use their sick time accrual, they can use their ETO hours or take unpaid time. However, only sick time properly taken as accrued paid sick leave is protected from a point penalty and potential disciplinary action. Medical and sick absences of three or more consecutive working days require a note and clearance from a medical provider before returning to work.

Reason for Policy

This policy ensures all employees are treated consistently and equitably when they are working or are absent from a scheduled shift. Good attendance improves work relationships and productivity at the Club. It helps the Club meet member to adult ratios, and ensures that the Club is a safe, reliable place for parents and guardians to send their child(ren).

Who Should Read This Policy

All Club employees, volunteers, and Board of Directors

Resources

Attendance Policy - Boys & Girls Clubs of San Leandro

Illness Policy for Club Staff, Volunteers, and Attendees - Boys & Girls Club of Lake Tahoe - bgclt.org/club-and-employee-policies

Definitions

"Call Out" or "Call Off" - When an employee calls or emails their supervisor (or Area Director or Club Director) on the day of work to share they won't be reporting to work that day and sick time is not allocated on the timesheet or not available.

ETO (Earned Time Off) - Any paid time off that an employee earns while working and that an employee wishes to use in place of work time. ETO may be used for any reason, such as vacation, parental leave, jury duty, sick leave, non-Club holidays, bereavement leave, and disability leave.

Sick Time - All current full-time and part-time employees are eligible for five days or 40 hours (whichever is greater) of paid sick leave annually beginning on the 90th day of employment. Temporary employees (employees who work less than 30 days within a year) are not eligible for sick time. If a temporary employee exceeds more than 30 days of work, their employee status will be reevaluated by the Executive Director and their supervisor. Details are outlined in the *Employee and Volunteer Handbook* as well as the *Illness Policy for Club Staff, Volunteers, and Attendees*. Paid sick leave may be used for an employee's own illness or another designated person of the employee's discretion. For all employees, unused sick time is not paid out at the end of employment.

Early Leave or Mid-Day Departures - Any departure in the middle of a scheduled work day that exceeds a fifteen minute break or 30 minute lunch break.

The Policy
Regular attendance is expected. All employees are expected to clock-in at their scheduled start time and clock-out at their scheduled departure time. Requests for time off, whether it is paid or unpaid, should be submitted in writing and approved by the employee's supervisor a minimum of two weeks prior to the requested vacation date. Requests for an early departure or late arrival should be made in writing to an employee's supervisor at least one week prior to the scheduled early departure or late arrival date. If the absence, departure, or arrival is a sick day absence, they should indicate they are using "sick time" on their timesheet and when they phone and email their supervisor.

To ensure adequate staff to member ratios, regular early departures are discouraged and may be denied. However, every effort will be made to accommodate employees around special occasions. Exceptions can be made for medical leave, emergencies, bereavement, or caring for a family member. An eligible employee may use earned time off for medical reasons or family emergencies when all sick leave has been exhausted.

When an employee has an appointment in the middle of their shift, they must clock in and out for the duration of their mid-day departure. When possible, employees should try to schedule personal appointments outside Club hours when children are present.

If an employee is unable to report for work due to an unplanned absence, such as illness or a family emergency, an employee is expected to notify their immediate supervisor or Area Director by email and phone (530) 542-0838 at least three hours prior to their scheduled shift.

Excessive absenteeism or tardiness (whether excused or not) will not be tolerated. All absences, late arrivals, early departures, and unapproved overtime are tracked and

closely monitored with a point system. Excessive absenteeism or tardiness may result in disciplinary action up to and including termination.

A point system has been established to provide a consistent attendance evaluation for all employees (see Appendix I).

Absences of any kind, including sick days, are documented by an employee's supervisor in their Google calendar and in an electronic spreadsheet. For the Program Team, the Area Director is responsible for making sure the absences are tracked. Any employee who accrues ten or more points within six months will receive a written corrective action plan. An employee who accrues an additional ten points within a six month period will either receive a reduction in hours or be dismissed.

Use of ETO and Sick Time
All employees are allocated ETO and sick time. All ETO requests, sick leave requests, and early or mid-shift departures and arrivals should be recorded on an employee's timesheet. Each timesheet includes a record of ETO and sick balances available. Any balance of ETO or sick leave that is approved to be used by the employee should be appropriately allocated, used, and paid for.

Exceptions
No attendance infraction will be assigned where an unscheduled absence is an emergency, inclement weather/snow day closure day, or an absence protected by state or federal law *and* a two week notice isn't possible. Examples of protected absences include emergency medical care, bereavement, disability or pregnancy-related disability leave, adoption leave, domestic or sexual violence leave, and military leave.

A call out, late call out, or early departure due to an illness outlined in the Club's *Illness Policy for Club Staff, Volunteers, and Attendees* is excused, but must be marked as sick time on an employee's timesheet. If an employee has a sick balance of zero hours or does not wish to use their sick time accrual, they can use their ETO hours or take unpaid time. However, only sick time properly taken as accrued paid sick leave is protected from a point penalty and potential disciplinary action.

Any non-exempt employee or other employee without a set schedule will not receive points for late arrivals or early departures unless their attendance is scheduled for a Club meeting, event, fundraiser, etc.

Absences of any kind, including sick days, are documented by an employee's supervisor in their Google calendar and in an electronic spreadsheet. Any employee who accrues ten or more points within six months will receive a written corrective action plan. An employee who accrues an additional ten points within a six month period will either receive a reduction in hours or be dismissed.

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Policy Agreement

This policy is effective November 1, 2024 and onward. I have read and agree to adhere to the Club's Planned and Unplanned Absences Policy.

Staff Member's Full Name: _____

Staff Member's Signature: _____

Date: _____ ☐ I would like a copy of this policy.

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Appendix I

Type of Absence	Description of Absence	Pts Allocated
Scheduled Absence	An absence requested and approved two weeks in advance or more. An employee is encouraged to use their ETO allowance.	= 0 points
Sick Day Absence	A call in before a scheduled shift due to illness. The employee must indicate it is a “sick day absence” and sick time balance must be used. Any sick day absence of three days or more requires a doctor’s note permitting the employee or, if applicable, the designated sick person to return to work.	= 0 points
Jury Summons Absence	An absence requested specifying a jury summons or court appearance. An employee must show proof of summons or bring in a bailiff note specifying a court appearance. An employee may use their ETO allowance or take unpaid time.	= 0 points
Leave Early - Sickness	Departs mid-shift due to illness.	= 0 points
Authorized Overtime	Any overtime that is authorized by an employee’s supervisor or the Site Coordinator on duty in advance or in the moment it is needed.	= 0 points
Tardy	An employee arrives more than ten minutes after a scheduled start time.	= 1 point
Leave Early	Departs mid-shift or more than ten minutes before a scheduled shift ends without supervisor’s approval.	= 1 point
Unauthorized Overtime	Any paid hours accrued that exceed an employee’s regular or assigned work schedule that are not approved by an employee’s supervisor or the site coordinator on duty.	= 2 points
Call Out	An absence request or communication made less than two weeks and up to three hours in advance and sick time is not used on the timesheet.	= 2 points
Call Out - Inclement Weather/Snow Day	An absence request or communication made on and for the day of a designated inclement weather or snow day closure.	= 0 points
Late Call Out	Any absence request or communication made less than three hours in advance of a scheduled shift and sick time is not used on the timesheet.	= 3 points
Call Out after Club Closure Day or other scheduled absence.	A Call Out or Late Call Out made for a day after a scheduled absence or Club Closure Day, such as a holiday or snow day, with less than two weeks notice and a Sick Day is not used.	= + 1 point (additional pt w/type of absence)
No Show	Employee does not show up for work and gives no notice or excuse protected by state or federal law.	Immediate Termination