

Attendance Policy



Empowering
Possibilities
Unlimited, Inc.

Reporting Absences: Employees are required to promptly notify both their program manager and the Human Resources department (HR@epuinc.org) on each day of their absence. This notification should occur at least two (2) hours before the start of their scheduled shift or within a reasonable timeframe, except in cases of emergency where immediate notification may not be feasible.

Advanced Notice for Absences: Employees must understand that calling out sick in advance for multiple consecutive days (e.g., 2 or 3 days) without a valid reason may result in disciplinary action. Exceptions will be made only if supported by a valid doctor's note or other acceptable documentation.

Doctor's Note Requirement: For absences due to illness lasting three or more consecutive days, employees must provide a doctor's note or other appropriate medical documentation upon their return to work. Failure to provide such documentation may result in the absence being considered unexcused.

Compliance: Employees are expected to comply with this attendance policy at all times. Failure to adhere to these guidelines may result in disciplinary measures, up to and including termination of employment.

Chronic Absenteeism: Repeated absenteeism or tardiness (whether excused or not) will not be tolerated. Continuing patterns of absences, early departures, or tardiness--regardless of the exact number of days—may warrant disciplinary action, up to and including termination of employment. Emergency or extraordinary circumstances concerning an absence or tardiness will be considered and we reserve the right to make an exception to this policy if, at our discretion, an exception is warranted. Repeated car failures, missing the bus, consistently failing to arrange backup childcare, or oversleeping do not constitute emergency or extraordinary circumstances. We reserve the right to determine what is considered excessive absenteeism.

If you fail to report for work for three (3) consecutive days without any notification to your manager, we will consider that you have abandoned your employment, and have resigned your position. You may be required to provide documentation verifying your absence.