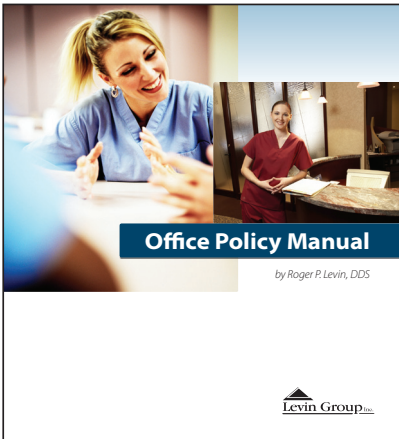


EXCERPT

From Dr. Levin's Book **Office Policy Manual**

Attendance Policy



Protect your practice and safeguard your business with this essential manual. Implement documented HR policies and procedures. Clarify employee responsibilities and duties. This manual is a must for every practice!

Roger P. Levin, DDS

Chairman & CEO
Levin Group, Inc.



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Introduction

Your Practice Policy Manual will clarify the objectives and requirements of the practice for individual team members. After using this Practice Policy Manual to create policies for the practice, the dentist will have a useful document to help the staff better understand the practice. Be advised that it is important to have any revisions of this Practice Policy Manual reviewed by a qualified attorney well versed in federal labor laws as well as individual state regulations.

Attendance Policy

I. PURPOSE

It is the purpose of this policy to establish standards for proper attendance; protect the integrity of patient care; and prevent hardship to fellow employees caused by excessive absenteeism.

II. POLICY

Each employee is an important and valuable asset to this practice, and each is needed to ensure its smooth operation. Therefore, this practice has adopted a "no fault" attendance policy. Absence is defined as "not present or in attendance." If an employee is not on the job as scheduled, he or she is absent regardless of cause. Absences will not be viewed as "excusable" or "inexcusable". Absence is absence regardless of reason, even for a medically verified illness.

Exclusions from this policy are as follows:

1. Scheduled and Approved Vacation.
2. Authorized Holidays.
3. Approved Leave of Absence.
4. Bereavement for Death in the Immediate Family.
5. Military Leave.

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6. Jury Duty or appearance as a court witness as a result of a summons.
7. The initial (first uninterrupted) absence from work that is the direct result of an on-the-job injury or illness. This must be substantiated by the attending physician for required time off. Copies of such records will be sent to the office manager.

III. RESPONSIBILITIES

A. Employees are responsible for:

1. Arriving at work in accordance with work schedules.
2. Notifying the office manager, or the person designated to be contacted, at least one hour before start of shift when unable to report for work. Failure to do so will result in progressive discipline up to and including termination.
3. Scheduling personal appointments for non-working hours.
4. Providing a doctor's certificate when requested to verify medical need for sick leave, or when absence is three days or longer. Failure to produce a doctor's certificate upon request will result in classification as absent without pay.
5. To accommodate employees who are not ill, but require emergency time off for personal reasons other than those listed above, emergency vacation time may be granted at the discretion of the office manager in unusual circumstances. Requests for emergency vacation time must be made at least one hour before a regularly scheduled shift. Time off will be deducted from vacation hours accrued.

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