


<b>Missed Shift Policy</b>	
	<b>MAPLE BLUFF FIRE DEPARTMENT</b> <b>Standard Operating Policy</b>
<b>TITLE:</b> Missed Shift Policy	<b>SECTION/TOPIC:</b> Administration
<b>NUMBER:</b> 01	<b>ISSUED DATE:</b> 11/13/2018
<b>PREPARED BY:</b> Asst. Chief Jeffrey Drager	<b>APPROVED BY:</b> Chief Kristopher Loy

**Purpose:** The purpose of this policy is to outline action to be taken when personnel miss a shift. The final discretion of disciplinary action will solely rest with the Chief of the department, or his/her designee.

**Scope:** This policy is to be followed by all officers and members of the department. Authority to deviate from this policy rests with the Chief of the Department who will be responsible for the results of deviation.

This policy does not cover all potential absence from a shift. Each individual incident may be a by case basis. Discretion will be given as seen necessary by the Chief.

1. Call-In Guidelines: Should an employee need to be absent or late reporting to shift, it is the employee's responsibility to notify the department/on duty officer. Employees are required to report in for each absence. (This is not required for employees on an approved continuous leave of absence). Notification must be made by noon of the on shift day during the weekdays. Notifications must be made the day before for Saturday and Sunday shifts.
2. Unexcused Absence: An unplanned absence is a scheduled shift or series of consecutive scheduled shifts where the employee fails to report for work and little to no notification is given. In the event of unforeseen circumstances limited notification will be acceptable.

3. Excused Absence: Absences that are generally not counted in the absenteeism guidelines under this policy include:
  - A. Approved absences under the Family and Medical Leave Act (FMLA).
  - B. Pre-approved vacation, bereavement leave, jury duty, and military leave, or pre-approved absences.
  - C. Hospital confinement, including same day surgery.
  - D. Absences due to a work-related injury and approved as an on-the-job (workers' compensation) injury.
  - E. Prior training that is required by the fire department. This may include both fire and EMS training.

For an absence to be excused the employee must make contact with the on duty officer explaining the circumstances. If a person has been attempting to find a cover or trade, there must be evidence of valid attempts made. This would include posting the shift on Firemanager, emails sent to the membership, and phone calls/text messaging. **An employee posting a trade to Firemanager only is not a sufficient effort to find coverage.**

4. Progressive Discipline Process: Attendance will be monitored on a regular basis and unsatisfactory attendance will be addressed in a timely and consistent manner. Each unexcused absence will be recorded and progressive discipline actions are as follows.

The steps of documented progressive discipline are as follows:

First Offense: Documented Verbal Warning

Second Offense: Written Warning

Third Offense: Subject to Termination

Once an employee reaches the documented verbal warning stage, progressive steps will be issued for unexcused absence that continue within the rolling 12-month period.

An employee who has accumulated at least three (3) written warnings in an eighteen (18) month period is subject to termination without proceeding through the remaining steps of progressive discipline. These warnings may be for any reason to include attendance, performance, behavior, etc.