



Policy Name: III.35 Attendance and Breaks Policy	Section: III Human Resources	Programs: All
	Standard/Area: F 4 Workforce Development and Management	Review Date: 8/13/25
File: P Drive: 111.35 Attendance and Breaks Policy, Human Resources	Effective Date: 8/25 (added from Employee Handbook)	Revision Date: 8/13/25

Section I: Intent

The purpose of this policy is to establish clear guidelines for employee attendance and break periods to promote a productive, safe, and respectful work environment at MVCS.

Section II: Policy

MVCS recognizes the importance of supporting its employees and contractors in understanding the importance of consistent attendance, team cohesiveness, and productivity, in realization of our mission to serve the community. This policy applies to all MVCS employees and contractors of MVCS across all departments and locations.

Section III: Procedures

Attendance Expectations:

- Employees are expected to arrive at their designated work location on time and be prepared to begin work at their scheduled start time. Employees are expected to complete their scheduled shift unless supervisor approval is obtained for early departure.
- Employees must notify their supervisor as soon as possible, if they anticipate being late or absent, preferably 2 hours prior to their scheduled start time.
- Documented notification of absence can be either text or email. Employees may be required to provide documentation of any medical or other excuse for being absent or late unless otherwise prohibited by law.
- The Agency reserves the right to apply unused vacation, sick time, or other paid time off to unauthorized absences. Absences resulting from approved leave, vacation, or legal requirements are exceptions to the policy.
- Regular attendance is essential for maintaining operational efficiency and team collaboration. Unexcused absences, habitual tardiness (define in a measurable way), or early departures may result in disciplinary action.



Punctuality and Reporting:

- Employees should adhere to their agreed-upon work hours, including start and end times, as specified in their employment agreement or shift schedule.
- In case of unforeseen circumstances preventing timely arrival, employees must communicate with their supervisor promptly.

Break Periods:

Employees are entitled to scheduled breaks as determined by their work schedule and applicable labor laws.

- Typical break periods may include:
 - Meal Break: Usually 30 minutes, unpaid, depending on shift length.
 - Rest Breaks: Short breaks (e.g., 10-15 minutes) paid, typically two per shift.

All non-exempt employees will be relieved entirely from duty during the 30-minute meal break period.

Smokers are not entitled to additional break time. All employees must be prepared to resume work promptly at the end of their break. Breaks may not be combined, saved up, nor used to leave work early unless approved in advance by their manager.

Employees are encouraged to use their break times for rest and rejuvenation and are expected to return to work promptly afterward.

Attendance Monitoring and Records:

Attendance will be monitored and recorded accurately through the current HRIS system. Employees are responsible for ensuring their attendance records are correct and reporting any discrepancies to their supervisor promptly.

Job Abandonment

Any employee who does not report for work and who has not notified his/her supervisor of this absence may be considered voluntarily terminated and will be removed from the Agency payroll.

Consequences of Non-Compliance:

Failure to adhere to attendance and break policies may result in disciplinary measures, including counseling, suspension, or termination, consistent with MVCS's disciplinary procedures.

Exceptions:

Exceptions to this policy may be granted for medical reasons, emergencies, or other extenuating circumstances, with appropriate documentation and approval from management.



Section IV: Distribution and Training

The Policy and associated attachments are distributed on the MVCS shared Drive (P) and also on the Employee Portal. Notifications related to new, amended, or reviewed policies will be communicated to MVCS leadership and program directors for dissemination to their staff as appropriate. The policy may be directly disseminated to appropriate staff and/or staff groups via email notification after initial dissemination to leadership as per direction of the CEO or designee. The dissemination will be performed by the Chief Operating Officer.

Section V: Legal, Regulatory, Accrediting, and Other Related References and Resources

Fair Labor Standards Act (FLSA)