

Excessive Absenteeism Survey

Institution	How many steps are there in your disciplinary process before termination is imposed for full day absences?
Institution A	1st written warning, 2nd written warning, 3rd & Final written warning, Request for Termination
Institution B	Counseling, Verbal Warning, Written Warning, Final written notice with suspension, Termination
Institution C	Verbal warning, Written Warning, Suspension, Termination
Institution D	Verbal warning, 1st written warning, 2nd written warning, Final written warning and Termination
Institution E	4 steps
Institution F	Counseling, Verbal Warning, Written Warning, Suspension, Termination
Institution G	<p>Employees are progressively disciplined with a first, second, third, then final warning before they are terminated for absenteeism (1199SEIU members receive a final with working suspension before termination). Employees are disciplined for excessive absenteeism when there are two occasions of unscheduled absences within the same month; one occasion within each of three consecutive months; five occasions within an anniversary year; or when there is evidence of a pattern of absences in conjunction with scheduled days off, same day each week, etc.</p>
Institution H	3 warnings before Termination

Institution I	Verbal warning, 1st written warning, 2nd written warning, Final written warning and Termination
Institution J	Verbal warning, Written Warning, Suspension, Termination
Institution K	we have a point system for absenteeism/lateness.1 occurrence (1 or multiple days) = 1 point1 lateness/early departure = .5 point Following is the discipline for a full time employee 6 points within six month period – oral counseling 7th point – written warning 8th point – written warning w/one day suspension 9th point – written warning w/two day suspension 10th point – termination
Institution L	Verbal warning, Written Warning, Suspension, Termination
Institution M	1. Counseling (not part of progressive discipline) 2. Verbal Warning (1 st step in progressive discipline) 3. Written Warning, and 4. Suspension. The final step is termination
Institution N	documented verbal warning, written warning, Final warning in lieu of suspension (optional), suspension, termination