If I Had A Hammer YouthBuild
Absence and Lateness Policy

Absences
If you know you are going to be absent for any reason, you are expected to speak with designated Hammer YouthBuild Staff in advance. You must follow these procedures:

• Notify staff of date, time, and purpose of your expected absence.

• YOU must write your appointment on the community calendar. This is your responsibility.

• You are also expected to call the day of your absence, no later than the time you are expected (9 a.m.). If you miss the deadline, you are expected to call and check-in anyway. (Cell phone numbers for Hammer Program staff persons are listed in the directory portion of this notebook.)

• For unexpected absences, such as illness or emergencies, you are still expected to call the day of the absence, no later than 9 a.m. (See above.)

Any absence that has not been communicated to Hammer YouthBuild Program staff by 9 a.m. on the day of your absence will be considered an unexcused absence, even if you have written documentation. Voicemail messages are checked every morning. If you can’t reach a staff member, leave a voicemail message at the Green House! Because the Hammer YouthBuild Program seeks to foster a professional environment, we take unexcused absences as a serious breach of ethical and professional conduct.

Unexcused absences
The Hammer YouthBuild program policy concerning unexcused absences follows:

• The first unexcused absence will result in a written warning.

• The second unexcused absence will result in a one-day suspension and loss of one day of wages, as well as an action plan for change developed by trainee and staff.

• The third unexcused absence will result in a second one-day suspension and loss of one day of wages, an attendance contract, and a warning of impending dismissal.

• The fourth unexcused absence will result in a conference to make a decision regarding the trainee’s fitness for the Hammer YouthBuild program. A decision will be made for dismissal or conditional return.

• Only four unexcused absences are permitted for the entire program cycle.

Excused absences
If you are going to be late or leave early, or if you have an appointment in the middle of the day, you are expected to speak with a designated Hammer YouthBuild Program staff person about your absence as early as possible. Advanced notice is almost always possible, and is your responsibility. Missing work is a serious imposition to your workmates and interferes with the program’s standard of excellence. Failure to communicate about missing work is a class 3 violation.

Absences under the following circumstances may be excused: serious illness, family emergency, or personal appointments such as doctor visits or court appearances. Excused absences require a conversation at least the day before appointments or events, and no later than 8:00 a.m., or one hour before start time, for an illness or emergency. You must write your scheduled appointments on the community calendar and have a documented excuse in order for absences to be considered excused. Proper documentation must account for the entire time you were absent. Hammer YouthBuild staff may make exceptions in conversation with the Hammer YouthBuild coordinator. Leaving early without notifying a Hammer staff person is considered a Class 2 violation and will result in the consequences identified in that part of the contract.

Excessive or patterned absences of any kind, even if they are excused, interfere with job performance and work completion, and may result in an inability to successfully complete the standards of the Hammer YouthBuild program. Therefore, excessive or patterned absences, even if excused, may result in warnings, suspensions, and dismissal. More than six excused absences, full or partial, will result in a discussion regarding trainee’s fitness for Hammer Program.
Excused absences that fall on a day that trainee is scheduled for work experience will result in loss of wages for each hour or each full day absent. Excused absences that fall on a day that trainee is scheduled for education will result in missing lessons or activities that may effect skill development and performance. Absences will affect ratings on performance evaluations, which will affect trainee’s ability to earn wage increases.

**Lateness**

The policy regarding latenesses extends over the entire six-month program, and includes lateness arriving to a site, returning from break, returning from meal times, and meeting the group at designated times while on field trips or group activities.

- The first lateness is considered “free.”
- The second lateness results in a written warning.
- The third lateness results in a written warning and the loss of one hour of wages.
- The fourth lateness results in a written warning and the loss of two hours of wages.
- The fifth lateness results in a written action plan with trainee and staff and the loss of four hours of wages.
- The sixth lateness results in a one-day suspension (and the loss of one day of wages), and a contract to buy back latenesses.
- The seventh lateness results in a second one-day suspension (and the loss of one day of wages), the loss of monthly anniversary hours, a lateness contract, and impending dismissal.
- The eighth lateness results in a conversation about trainee’s fitness for the Hammer Youthbuild Program with the Hammer Staff and the Hammer Program Coordinator. A decision will be made for dismissal or conditional return to the Hammer Youthbuild Program.

**Please note:** Any trainee arriving more than one hour late for the Hammer Youthbuild Program without speaking with a staff person in advance will be sent home and receive an “unexcused” absence for the day (refer to attendance portion of contract).

Excessive lateness interferes with the expectation of professionalism and with our program goals, such as our ability to build houses. It also interferes with your ability to meet your individual goals. Lateness will be monitored throughout the year. Excessive lateness or leaving early for any reason may result in dismissal.

**Trainees do not receive wages for time absent or suspended.** Trainees will not be paid for time not at work due to appointments, lateness, or leaving early. Trainee pay is directly linked, through wages and performance evaluations, to the amount of time the Trainee is participating in the If I Had A Hammer Youthbuild Program.

**Suspensions**

Trainees will be suspended only on work experience days whenever possible. For each day suspended, the trainee will lose one full day of wages.

**Buyback**

Trainees are able to buy back absences through a process of planning and implementing research and community service projects. Trainees must take the initiative to introduce this option to Hammer Youthbuild staff, and follow through in a timely and professional manner on the following steps:

- Choose a service project
- Make appropriate contacts with host organization
- Set up description of, time and date for activity
- Choose related research project
- Schedule time in library or computer lab to complete research (two hours)
- Complete service at location (1 hour transportation if applicable, four hours service)
- Report research and service activity to staff and class

One complete service and research project will buy back one unexcused absence or two latenesses.
Time off

*On hold.* Trainees that are experiencing extreme life stress or personal circumstances may work with Hammer Youthbuild staff to go “on-hold” for a predetermined period of time in order to address the personal circumstances and repair their ability to attend work on a daily basis. Hammer YouthBuild’s “on-hold” policy is for extreme circumstances. Time on-hold does not include pay, and will also result in loss of important training time.

*Preplanned vacation.* This is a seven-month intensive program and vacation is not part of the program policy. Approved “leave” may be necessary for extensive and compelling personal circumstances; however, pay will not be included.

*Holidays.* The If I Had a Hammer YouthBuild program will be closed on Monday, July 4, for Independence Day; Monday, September 5, for Labor Day; Thursday, November 24, and Friday, November 25, for Thanksgiving; and Friday, December 23, for Christmas; and other holidays to be announced. These days will be paid holidays if you are present on the program days before and after these holidays.