

Insert Logo Here	Subject: Attendance Standards Policy for Volunteers	No. Effective Date:	Pages: 1 Revision Date:
	Issued by:	Approved by:	

**PURPOSE**

**Insert Organizational Name** ability to meet customers' needs is dependent on volunteers being present for their scheduled shifts. This policy provides clarity around the organization's standards for volunteer attendance.

**SCOPE**

This policy applies to long-term, specialized and/or skill-based volunteers and interns at **Insert Organizational Name**

**POLICY**

We must count on volunteers being here every scheduled shift, and we must know when volunteers will be absent or late. Absence or tardiness that the volunteer's supervisor has deemed excessive, or which appears to occur with some pattern, may result in disciplinary action, up to and including dismissal.

**PROCEDURE**

1. If a volunteer is going to be late to work, or absent from work, they are to notify their department as far in advance as possible of the time they are scheduled to begin work. The volunteer must notify their supervisor if the volunteer must leave work for any reason before the end of the scheduled work day.
2. Continual absence or tardiness, three or more shifts without notice, may result in action up to and including termination of the volunteer relationship.

**THIS POLICY SUPERSEDES ALL PREVIOUS RELATED POLICIES.**