

Woodridge Swim Club

Absence Policy

Scheduling:

As employment at Woodridge Swim Club is a seasonal position, we have a unique scheduling format. Our board and managers work together to create an employee schedule that outlines one week. This same schedule will repeat every week of the summer. If an employee is on this weekly schedule, they are responsible for working those shifts each week.

While our employees are expected to work their shifts, we understand that they may need to miss some shifts due to extracurriculars, vacations, illness, and unforeseen circumstances. If a regularly-scheduled employee cannot work a shift, it is the employee's responsibility to find coverage for that shift. If an employee is unable to find coverage, they should bring this to the attention of a manager, and a manager will assist them.

Substitute Employees:

To accommodate this form of scheduling, we hire multiple "substitute/sub" workers. These employees are not put on the weekly schedule and are there to take shifts that scheduled employees cannot work. When substitute workers are asked to work, they are expected to take shifts if they are available. Substitute workers will have many hours made available to them and they are crucial to the smooth operation of the pool.

As substitute workers can choose when they agree to work, the Woodridge board has outlined a minimum number of hours of work requirement for employees in these positions. These requirements are as follows:

- All substitute workers in all positions are required to work at least once per pay period (two weeks).
- All substitute lifeguards giving swim lessons are required to work at least four times per pay period (two weeks).

Failure to follow this policy will result in a conversation with management and the suspension of swim lesson privileges (if applicable). Multiple offenses will eventually lead to the termination of employment.

If a substitute employee is not being asked to work, or cannot work the days they have been asked, they must bring this to the attention of a manager. If this is the case, other forms of work will be offered to them to fulfill this requirement (ex: cleaning, helping with an event setup, pool grounds, etc).

Coverage Process:

- The scheduled employee who can't work should refer to the staff contact sheet and sub list, first contact the substitute employees for their position via text or phone call, and ask the substitutes if they can work for them. This should be done well in advance of a known absence.
- If no substitutes can work, other employees who are not already scheduled for that shift may be asked to work.
- Once an employee accepts the shift, the scheduled employee must fill out the "sub slip form" which is linked in the master schedule.

- After the sub-slip form is filled out, the substitute employee should receive an email indicating that the form was completed. Once this email is received, the substitute employee is now responsible for that shift.
- Management will check the sub-slip form responses often and will make the appropriate changes in the master schedule. Employees should check that the shift has been marked as covered in the master schedule within 48 hours. Please alert management if the shift is assigned incorrectly.
- Once a shift has been accepted by a substitute employee, the substitute is responsible for finding coverage if they can no longer work that shift.

Thank you for your understanding and compliance with this policy,
Woodridge Swim Club Board of Governors & Management