

Memorandum of Clarification and Understanding

May 13, 2026

Attendance policy/days off due to illness

To: All Haven Staff

From: Human Resources, Eddie Capps

Re: Days off due to illness, Attendance Policy

Effective: Immediately

Since regular attendance is important to the effective operation of our Ministry, and to supporting fellow Haven family members, employees are expected to notify their supervisor as soon as possible when unable to report to work.

For occasional short-term illnesses, employees generally may not be asked to provide a doctor's excuse unless attendance concerns exist.

A **doctor's excuse or medical documentation** may be requested for extended absences, recurring attendance concerns, or when needed to confirm an employee's ability to safely return to work.

Management recognizes that medical appointments and access to care may not always be immediate or practical. Reasonable discretion may be exercised based on individual circumstances.

Failure to follow attendance and communication expectations may result in corrective action consistent with company policy.

Please feel free to contact Human Resources with questions related to this policy clarification.