

SAFe Volunteer Attendance Policy

Expectations regarding attendance and absences: The kitties, other volunteers, and staff rely on dedicated volunteers to maintain agreements for their shifts; unexpected absences cause challenges for fellow volunteers and staff, and more importantly, interrupts the regular routine built around best serving our feline friends. Please communicate to a staff member as soon as you know you will be absent from a shift so SAFe can locate a replacement for your shift.

Procedure for ALL Absences

- Remove yourself from the Better Impact schedule.
- Pick up an alternate shift if you are able.
- Email volunteer@seattleareafeline.org which shift you are missing and which you are picking up.

How to remove yourself from a shift:

1. [Log into Better Impact](#).
2. Select the "Schedule" tab.
3. Select "Decline" next to the shift you will not be available for.

How to pick up a shift:

1. [Log into Better Impact](#).
2. Select the "Opportunities Tab" and select "Opportunities List" on the pull down menu.
3. Locate and select the volunteer role you are interested in filling a shift for and click on the role link under "activity".
4. Select "sign up" next to the shift, date, and time you would like to pick up.

Excused Absences

For an absence to be considered excused, the following conditions must be met:

- Give 48 hours' notice minimum if possible unless in the case of an illness which will not require 48 hours' notice.
- Follow the absence procedure listed above.
- More than two (2) excused absences per month that were not pre discussed with the Volunteer Manager will require a check-in with the Volunteer Manager to discuss future scheduling.

Unexcused Absences

An absence communicated within 48 hours of your shift will be considered unexcused.

Exceptions to unexcused absences/call outs within 48 hours of a scheduled shift:

1. Illness including physical illness or mental illness. Any indications or symptoms of oncoming illness, mental or physical, will also be considered an exception.
2. Inclimate weather such as snow that creates dangerous driving conditions.
3. Emergency care for a family member or loved one

Communicate your absence by:

- Emailing volunteer@seattleareafeline.org or removing yourself from Better Impact (preferably both).
- More than two (2) unexcused absences per month will require a check-in with the Volunteer Manager to discuss future scheduling and will result in being removed from the schedule until such a meeting can take place.

No Shows

If a volunteer does not show up for their scheduled shift and has provided no notice to the Rescue, the absence will be considered a No Show.

- The volunteer will be removed from the schedule until contact has been made with the Volunteer Manager.
- A note will be added to the volunteer's file.
- Two (2) no shows may result in termination of the volunteer from the program.

Leave of Absence

Any absence over four (4) weeks must be communicated to the Volunteer Manager. To be considered a Leave of Absence, the following conditions must be met:

- Give at least two (2) weeks' notice when possible.
- Communicate a return date when possible.
- Volunteers may be removed from the schedule at the discretion of staff & may have to contact the Volunteer Manager to be added back onto the schedule upon return.

Dismissal from Volunteer Program

- Violation of Attendance Policy as outlined above may result in removal from the volunteer program at the discretion of the Rescue staff.

****School/Community Service Hours****

- Forms require 1 week notice/submission to be filled out, verified, and returned.