

Attendance Policy

Objective

Regular attendance and punctuality by staff are important to maintain high levels of productivity and achieve company goals. However, we recognize that staff occasionally become ill, need to miss work or are unavoidably late. The purpose of this policy is to ensure employees provide notice of such absences.

Attendance and Punctuality

An unauthorized absence occurs when the employee's Manager has not been properly notified that an employee will be late or absent. Points will be assessed for unauthorized absences, tardiness or late arrivals as described below.

Absent – missing one or more consecutive scheduled workdays for a single reason or arriving more than two hours after the scheduled starting time.

Tardy – arriving up to 15 minutes after the scheduled starting time.

Late – arriving between 15 minutes and two hours after the scheduled starting time.

Absence	Points	Explanation
1-14 minutes	1	Tardy
15 minutes-2 hours	3	Late
More than 2 hours	5	Unauthorized absence

Disciplinary Action

Employees will be subject to disciplinary action when the total points accumulated from unauthorized absences and tardiness reach the following levels during any 12-month period.

Points	Corrective Action
1	Verbal warning
3	Written warning
10	Termination

No-Call/No-Show

All employees must inform their department of absences/lateness whenever possible. An employee who fails to notify his or her department of any absence in accordance with the department's policy will be subject to corrective action as follows:

- First failure to notify of absence—written warning.
- Second failure to notify of absence—termination.

Employees who are absent for 2 consecutive days without notifying their department will be presumed to have abandoned/resigned their position and will be separated from employment effective on the second day of absence.

Chronic Absence or Tardiness

Employees receiving corrective action under this policy are expected to improve their attendance and punctuality. Failure to improve and sustain improvement may result in the employee's receiving additional correction, up to and including termination.

Interaction with Leave Laws

Employees taking leave under the Family and Medical Leave Act, the Americans with Disabilities Act or other state or federal protected leave are expected to provide notice of absences in accordance with company policy. Failure to provide notice absent extenuating circumstances may result in disciplinary action as described above.