

SAMPLE ATTENDANCE POLICY

Regular attendance and punctuality are essential for the smooth operation of this company. We want to establish uniform guidelines that will ensure a consistent and fair approach to solving attendance problems. Therefore, we have developed the following attendance policy.

A. Definitions

- 1) **Incident:** An incident is a term used to tabulate deviations from a perfect attendance record.
- 2) **Perfect attendance:** No absences or tardies in any twelve (12) month period.
- 3) **Absence:** An absence from work is defined as the failure of any employee to report to work when scheduled. This applies to any assignment, be it a regular shift, overtime work, work related meetings, lunch, etc. One day of absence will be considered one (1) incident. A second day of absence is considered a second incident, and so on. If, however, a physician releases the employee from work in writing, the entire time of absence is only counted as one (1) incident.
- 4) **Tardy:** Tardiness occurs when an employee is not present, and ready to begin working, at his/her workstation at their scheduled time. Tardiness also occurs when an employee leaves work prior to the end of their scheduled shift without prior approval. Tardiness of less than two (2) hours will be considered one-half ($\frac{1}{2}$) incident. Tardiness of two (2) or more hours will be considered one (1) incident.
- 5) **No Call/No Show:** Employees must report their absence each day; failure to do so is considered a no call/no show. Also, failure to report one's absence at least one-half ($\frac{1}{2}$) hour prior to the start of the scheduled shift will be regarded as a no call/no show which is considered one and one-half ($1\frac{1}{2}$) incidents.

Exception: Vacation, paid holidays, jury duty, paid funeral leave, job related injuries, lack of work, military leave, and lay-off will not count as incidents. Pre-approved time off request and pre-approved leaves of absence will not count as incidents.

Any employee who fails to call in and/or report to work for two (2) consecutive workdays is VOLUNTARILY terminating their employment.

- B. **Reporting Requirements:** Employees must notify their supervisor at least 30 minutes prior to the start of their scheduled shift if they are going to be absent or late.
- C. **Guidelines for Attendance Control:** Based on the number of incidents in a twelve-month rolling period, an employee will be subject to disciplinary action under the following guidelines:
 - 1) Two incidents in any 30-day calendar period result in a documented Friendly Reminder.
 - 2) Three incidents in any 60-day calendar period result in a documented Verbal Warning.
 - 3) Two additional incidents within the next 90-day calendar period, following the verbal warning, will result in a Written Warning.
 - 4) Any additional (full) incidents within the next six months after the written warning will result in suspension and/or termination of employment, pending investigation and review by management.