

## NON-EXEMPT EMPLOYEE ATTENDANCE POLICY

### A. General.

Punctual and regular attendance is an essential responsibility of each employee at [Company Name]. Any tardiness or absence causes problems for fellow employees and supervisors. When an employee is absent, others must perform his or her work. No matter how skilled an employee, if they do not have a good attendance record, their contributions to the smooth functioning of [Company Name] are diminished.

Employees are expected to report to work as scheduled, on time and prepared to start work. Employees also are expected to remain at work for their entire work schedule. Late arrival, early departure, or other absences from scheduled hours are disruptive and must be avoided. The purpose of this policy is to promote the efficient operation of the company and minimize unscheduled absences.

Any employee who fails to report to work without notification to his or her supervisor for a period of three days or more will be considered to have voluntarily terminated their employment relationship.

### B. Absence.

Defined: Absence is the failure of an employee to report for work when the employee is scheduled to work.

1. Excused Absence occurs when all four of the following conditions are met: i) the employee provides sufficient notice to his or her supervisor, ii) the reason is found credible or acceptable by his or her supervisor (see #2 below), iii) such absence request is approved by his or her supervisor, and iv) the employee has sufficient accrued PTO time to cover such absence. Employees must take earned PTO time for every absence unless otherwise allowed by company policy (e.g. Leave of Absence policy, Bereavement policy, Jury Duty, etc.). [Company Name] uses a calendar year when determining an excessive amount of unexcused absences. (See #2 below).

2. Unexcused Absence occurs when one of the four conditions in (B)(1) is not met. If it is necessary for you to be absent or late for work because of illness or an emergency, you must notify your supervisor no later than 30 minutes after the employee's scheduled starting time on that same day. If you are unable to call, have someone make the call for you.

Sixteen (16) hours of unexcused absence may subject you to immediate termination. Progressive discipline will be administered according to the table in Section E.

Employees who have three (3) consecutive days of excused absences because of illness or injury must give [Company Name] proof of physician's care. If an illness or injury prevents an employee from performing their regularly scheduled duties, a physician's

statement must be provided verifying (a) the nature of the illness or injury; (b) if and when the employee will be able to return to work, if applicable; and (c) whether the employee is capable of performing their regularly scheduled duties, and if not, what duties the employee is capable of performing. The employee is responsible for providing [Company Name] with the above-described physician's proof of physician's care. Without an acceptable excuse, the employee may be subject to immediate termination.

C. Sufficient Notice – To be considered an excused absence as defined in (B), sufficient notices must be given to the supervisor. Sufficient notice is:

For a scheduled absence of 8 hours or more, employees must give a notice of one week (7 days).

1. For a scheduled absence of less than 8 hours, employees must give a notice of two working days. (No exceptions).
2. For an emergency absence occurring a) at the beginning of the employee's shift, employees must notify their supervisor within 30 minutes after the beginning of their shift and b) during the employee's shift, employees must notify their supervisor prior to leaving the premises.

Your supervisor must approve any exceptions to this provision or any conflicts in scheduling.

#### D. Tardiness

You are expected to report to work on time. If you can't report to work as scheduled, you should notify your Supervisor no later than 30 minutes after your regular starting time. This notification does not excuse the tardiness but simply notifies your Supervisor that a schedule change may be necessary.

There is a 5-minute grace period in the morning and a 2-minute grace period when coming back from lunch. Supervisors will track when this grace period is used in excess, i.e. more than 10 times in one year. Once an employee has used 10 grace period allowances, they will forfeit use of a grace period and any tardiness will result in an unexcused absence.

#### E. Progressive Discipline for Unexcused Absences

First Instance	Verbal Warning
Second & All Future Instances Totaling Fewer Than 16 hours	Written Warning
At 16 Hours of Accumulated Unexcused Absences	Subject to Termination

