

Attendance Policy

Purpose

The company recognizes that employees are a critical component of their business and a valuable resource. The purpose of this policy is to provide a framework that supports the employee's need for a "work/life balance" with the company's need to be able to depend on consistent, timely employee attendance to achieve business goals. This policy sets out the major guidelines for determining what is expected of all employees with regard to their attendance at work.

Policy

It is the expectation of the company that every employee will make a good faith effort to come to work on a timely basis as scheduled.

Attendance is considered an essential job requirement and an essential duty of every position. Failure to satisfactorily meet this requirement could result in disciplinary action up to and including termination of employment.

In general, absences increase costs for the company; therefore, the company has a valid financial interest in controlling, whenever possible, when and if absences occur. When employees are absent, their share of the work must be performed by others. In most instances, absent employees are paid for time not worked. In addition, others who must substitute and accomplish the necessary work frequently receive extra and higher compensation in the form of overtime pay. No additional work is accomplished for these added costs. Therefore, absences represent a business expense that contributes to or detracts from the earnings of the company. As such, it is appropriate for the company to provide for the management of absences.

Definition of Absence

An employee is absent when he or she fails to report for and/or remain at work as scheduled. Lateness (or tardiness) is a short absence at the beginning of the workday. Leaving early, even with permission, before the regularly scheduled work period ends, is also an absence. Absence includes all time lost from the work schedule, whether avoidable or unavoidable, voluntary or involuntary.

Planned Absence

As soon as the need for time away from work is known, employees should submit the request and get approval from their supervisor, providing as much advance notice as is reasonably possible. At a minimum, the company considers [XX] business days as adequate notice, whenever possible.

Unplanned Absence

When an absence is necessary but is unforeseen, it is considered unplanned (e.g., due to illness, an emergency, or some similar cause). Employees must report the absence to their supervisor as soon as it is apparent they will miss work but in no event later than at least [XX] hours prior to the beginning of the first shift to be missed. If due to the circumstances that is not possible, notice should be given as soon after as is reasonably possible along with the reason earlier notice could not be made.

Employee Responsible for Notice

All absences, planned and unplanned, require notice. Except where the employee is unable to make the call due to the nature of the emergency or reason for the absence, notice from anyone else is not acceptable.

Ongoing Notice

Once the initial notice of an absence is given by the employee, it is the responsibility of the employee to stay in touch with the company in the event the absence lasts more than [XX] business days. If the absence exceeds that duration, the employee is expected to call in at least once every [XX] business days as long as the absence continues. The employee may call in more frequently than that and would be expected to do so in any situation where the details of their absence change (e.g., a change in the severity or expected duration of the absence).

Certification

Employees should be prepared to substantiate the reasons for their absences if asked. A physician's statement or a fitness-for-duty certificate may be required where the absence is continuous for over [XX] working days. It may also be required when an absence is due to a serious illness or an accident, regardless of the length of absence. However, a medical statement or other documentation may be requested for any absence of any length at the discretion of human resources (HR).

It is expected that, when requested by the company, the employee will furnish (on a timely basis) documentation acceptable to the company of the reason for the absence. This includes, but is not limited to, medical certification from his or her healthcare provider. Failure to provide suitable documentation on a timely basis may be grounds for disciplinary action up to and including termination of employment.

Excused Absence

(This section is to be used when the company has an attendance policy that differentiates between "excused" and "unexcused" absences.)

An "excused" absence may include vacation, holidays, personal or family illness, jury duty, bereavement, voting, medical leave, military service, or other reasons that would require an employee to miss all or part of a scheduled workday for which adequate notice has been provided and has been approved.

Unexcused Absence

Any absence that is not "excused" is considered unexcused and may be subject to disciplinary action up to and including termination. This would include an absence that might otherwise have been considered "excused" but for which the employee fails to give proper notification of his or her absence or if his or her supervisor considers the reason unacceptable. However, under no circumstances will an absence that qualifies for the Family and Medical Leave Act (FMLA) or other similar state or local law be considered "unexcused."

Discipline for Unexcused Absence

Any employee who fails to give proper notification will be charged with an unexcused absence. If notice of the absence is given and the company does not think it justifies the absence, the absence will be considered unexcused. The following shows the discipline that will be administered for unexcused absences in any 12-month period. *(Having a window or "look back" period is optional but recommended.)*

First absence = No impact

Second absence = Verbal warning (noted in file)

Third absence = Written warning (noted in file)

Fourth absence = Second written warning; institution of a performance improvement plan

Fifth absence = Termination

Excessive Absences, Tardies, and Late Arrivals

Even when properly reported, these may also be grounds for discipline or dismissal. Unsatisfactory attendance will have an adverse effect on any promotion considerations.

No Fault Attendance Plan

(This section is to be used when the company has an attendance policy that does not differentiate between "excused" and "unexcused" absences but rather considers all absences "occurrences" and bases disciplinary actions on a specific number of occurrences during a specific period of time.)

The company has established a no-fault attendance plan in order to encourage good attendance. Under this plan, employees are

permitted [XX] number of absences in a [XX]-month period without penalty. Absences in excess of this number during that period will be considered as grounds for disciplinary action up to and including termination.

Absence Counting

Each absence of more than four (4) hours is recorded as one absence point. Note that a multi-day absence (e.g., Tuesday-Wednesday or Friday-Monday) counts as one absence point. But two separate absences (e.g., Tuesday and Friday) count as two absence points.

Each instance of tardiness of less than four (4) hours counts as half of an absence point. Tardiness includes reporting to work late or returning to work late from an absence during the shift (i.e., lunch).

Leaving work for less than [X] hours for non-business reasons once the employee has reported to work, including leaving and returning to work during the day, leaving early, or failing to work less than [XX] hours of an assigned overtime shift, counts as a half absence point.

An employee may accumulate up to [X] absence points without penalty per year. [X] or more absence points will result in the following discipline.

[X] absence points = Verbal warning

[X+1] absence points = Written warning

[X+2] absence points = Second written warning

[X+3] absence points = Subject to dismissal

(The following is an optional element of this plan that allows for absence "credits" through which perfect attendance can "erase" points. While common, this is not recommended as marginal employees often use minimal "perfect attendance" to avoid dismissal, even though overall attendance is problematic.)

The absence points may be "erased" by maintaining perfect attendance for a calendar month to receive an absence credit. Each absence credit erases an absence point. Continuous perfect attendance can result in accumulation of up to five absence credits. When that has been achieved, absences or tardiness are charged against the individual's absence credits without penalty before additional absence points are accumulated. The absence credit rewards an employee for good attendance. Our no-fault attendance plan helps ensure that all attendance matters are handled on an objective basis.

(The following is an alternative option that simply allows points to expire after a predetermined period, thereby ensuring a more consistent attendance record.)

Absence points are cumulative and penalties are determined by the number of points accumulated in the immediately preceding 12 months. Once a point has "aged" more than 12 months, it is no longer counted in this attendance policy.

Job Abandonment

Employees who are absent from work for three (3) consecutive business days or more without calling in and notifying their supervisor of the reason for their absence are deemed to have abandoned their jobs. Job abandonment also occurs when employees fail to return to work or directly notify their supervisor of the reason for their absence within three (3) consecutive business days after the end of any approved leave of absence, disciplinary suspension, or recall from layoff status.

When an employee is absent without notice, his or her supervisor will take immediate steps to contact the employee to ensure there are no extenuating circumstances concerning the absence. If attempts to reach the employee are unsuccessful, the supervisor will notify HR to ensure that all appropriate procedures are followed. HR will attempt to call the emergency contact number listed in the employee's personnel file.

If all attempts at contacting the employee are unsuccessful, HR will notify the employee in writing by registered mail of the intent to terminate employment unless there is a response within [X] business day of receipt of the letter. The letter may be sent on the [X] day of absence without notice.

Extenuating circumstances, such as a medical emergency, that prevent an employee from contacting the company regarding an absence will be given appropriate consideration.

When an employee is considered to have abandoned his or her job, the employee shall be considered to have voluntarily resigned and will be ineligible for rehire.

Records

An attendance record for each individual reporting to them is to be kept by managers in a readily accessible place. These records must be updated daily and reviewed regularly. All absences, including late arrivals and leaving work early, are to be entered on the attendance record with all related information.

Policy approved by:

Date: