

Attendance Point System

Objective

Regular attendance and punctuality by staff are important to maintain high levels of productivity and achieve company and department 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

Points will be assessed for absences, tardiness or late arrivals as described below. Employees must notify their supervisor within 30 minutes of your start time for any of the following occurrences.

Tardy – Arriving up to 10 minutes after the scheduled starting time.

Partial Absence – Arriving more than 10 minutes late but less than 2 hours after the scheduled start time, leaving work early, or missing a portion of a scheduled shift without prior approval.

Full day Absence – Missing one or more consecutive scheduled workdays for a single reason or arriving more than two hours after the scheduled starting time.

Unapproved Unpaid Time off – Any unpaid time off not approved in advance by management.

Absence	Points	Explanation
1-10 min	½	Tardy
11min - 2hrs	½	Partial Day Absence
Over 2hrs	1	Full Day Absence
Full day	3	Unapproved Unpaid Time off

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
4	Verbal warning
5	Written warning
6	Termination

Points Recovery

Employees may earn back 1 attendance point for each consecutive month in which no attendance points are accrued. Attendance points remain active for 12 months from the date they are incurred and will automatically expire after 12 months, provided no further disciplinary action is pending.

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 within 2 hours of the occurrence is 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 two 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.

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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.

Employee: _____