**Attendance Policy**

The company expects all employees to show up on time and be ready for work each scheduled day. Absences and tardy occurrences cause delays to customers and puts added workloads on coworkers. This policy provides employees with an understanding of unacceptable attendance that may result in disciplinary action up to and including termination from employment. The following are examples of attendance violations:

An **unscheduled absence** violation is any scheduled day an employee is not at work and the absence was not previously approved by the employee’s direct manager or supervisor. Legally protected absences, such as time off for paid sick leave, family medical leave, and leave under the Americans with Disabilities Act (ADA) are not unscheduled absence violations (refer to the leave of absence policy for additional information and how to request a leave of absence).

An unscheduled **tardy** violation is anytime an employee shows up for work or begins working after the scheduled start time. Scheduled start times also include returning from breaks and lunch.

A **no-call-no-show** violation is any scheduled work day an employee does not show up for work and inform the direct manager or supervisor of an absence. Employees are expected to notify the direct manager or supervisor of any impending absence, preferably two hours prior to the scheduled start time to avoid a no-call-no-show violation.

**Job abandonment** is three or more consecutive work days an employee does not show up for work or notify the direct manager or supervisor on the same day of the absence, which are defined as no-call-no-show days. The manager may attempt to contact the employee on the first no-call-no-show day and leave a message if necessary. The company processes Job abandonments as a voluntary resignation by the employee.

The company does not have a progressive disciplinary process, which means that managers or supervisors may skip and issue any disciplinary step in response to policy violations. For example, an employee that is not at work but calls and notifies the manager or supervisors each day for three or more consecutive days may be terminated with no prior written warnings (excluding legally protected absences such as paid sick leave, family medical leave, and leave under the Americans with Disabilities Act). Disciplinary warnings for attendance violations more than 12-months old will not count against the employee’s attendance record.

The Company provides employees with sufficient vacation, holiday and flex days throughout the year. PTO time off for vacation must be scheduled and approved by the manager or supervisor at least two weeks in advance. See also the Paid Tome Off (PTO) policy.

No disciplinary actions will be taken without the direct involvement of the human resource (HR) manager, who will provide guidance to management. All warnings will be delivered by the direct manager or supervisor.

**Attendance Policy Acknowledgement**

My signature below confirms that I have received a copy of the company’s attendance policy. I accept responsibility to read, understand, and comply with this policy. My manager/supervisor has encouraged me to ask questions I have about the policy. I also understand that a member of the Human Resources Department, or any level of management as provided in the Open Door Policy, is available for questions about this and any company policy.

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Employee’s Printed Name

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Employee Signature Date