

Attendance Policy

Guidelines

- * **Proper Notification** must be given at least 30 minutes prior to a Team Member's scheduled starting time for any absence or tardy with a **bona-fide/appropriate reason**.
- * Team Members must provide appropriate documentation for excused absences.
- * Absences that **were not prearranged** but could have been **will not** be excused.
- * Attendance points will "zero out" upon completion of the probationary period.
- * Falsification of reasons for absence, verbal or written, will be considered Gross Misconduct and the Team Member discharged.
- * Approval of prearranged absences is based upon the business needs of the Company.

Excused Absences

- * Authorized Leave of Absence
- * Holiday, Jury Duty, Bereavement, Vacation
- * Disciplinary Suspensions
- * Work Related Injury/Illness Supported by HCP
- * Prearranged Absences
- * Released from scheduled work due to emergency, or lack of work
- * Absences covered by the FMLA

Attendance Points

- * Absent the full shift **without** proper notification 3 points
- * Late 2 hrs or more **without** proper notification 2 points
- * Late less than 2 hours **without** proper notification 1 point
- * Absent the full shift **with** proper notification 1 point
- * Late 2 hrs or more **with** proper notification 1 point
- * Late less than 2 hrs **with** proper notification 1/2 point

* Leave work early **with** Supervisor's release 1/2 point

* Leave work early 1/2 point

* Prearranged leave work early 0 points

* Prearranged and Excused Absences 0 points

Leaving work without management approval is considered walking off the job and can result in disciplinary action up to and including discharge.

Attendance Notification of Points

* 3 points but less than 6 Attendance Notification

* 6 points but less than 10 Attendance Notification

* 10 points but less than 14 Final Attendance Notification

* 14 points or more Discharge

Team Member Responsibility

* Give proper notification to the Company of any absence or tardy and provide a bona-fide reason.

* Provide documentation for each excused absence.

* Prearrange absences with Supervisor.

* Abide by the attendance policy.