

Time and Attendance Policy

1. Overview.

Employees are expected to be present for work, on time, every day. Regular attendance and punctuality are important to keep your team and facility operating. Arriving late, being tardy, or absent causes disruptions.

2. Calculation Of Attendance Infractions.

- Absent with calls: 1 mark.
- Absent, no call: 2 marks.
- Early departure / Tardy: ½ mark.
- Tardy / Early Departure over 30 minutes: 1 mark.

Employees are given a five-minute grace period at the start and end of each scheduled shift and for breaks and for lunch. Employees are required to report an absence to **House Manager**. Employees must report each day they are absent. Failure to call-off at least one hour prior to a shift will result in a no call-no show.

Extended sick days: when employees call out sick, it will count as 1 mark for the first day only, the remainder of any time needed off will be excused.

Attendance infractions are on a rolling **6 months**.

3. Overview Of [Disciplinary Action](#) For Attendance Infractions.

Attendance issues will result in progressive disciplinary action, up to and including termination based on the following mark system:

- 3 marks: Verbal warning.
- 4 marks: Written warning.
- 5 marks: Suspension without pay.
- 6 marks: Employee is subject to [termination](#).

If an employee is a no call-no show for one or more consecutive days it will be considered a [job abandonment](#), or termination without notice.

Employees may request exceptions for work absences from human resources and management. These must be approved on a case-by-case basis.

4. Excused, Unpaid Absences Without Disciplinary Action.

Excused, unpaid absences can be granted for funerals, jury duty, bereavement, childbirth, a car accident, and unavoidable emergencies. In these cases, employees must provide documentation to prove a reason for the absence.

In the event of medical appointments that your unable to request time off in advance, time off will be given for drive time and appointment only. You will be expected to work the balance of your shift and be required to provide proof of appointment.

For Time Off Other Than Above: you may, on your own, get your shift covered or shift swap. This cannot create OT and must be approved by a manager. If getting your shift covered results in any OT, it will result in 1 Mark.

5. Attendance Policy Exceptions.

Absence because of bereavement, jury duty, or military duty, are exempt from disciplinary action, as are FMLA and ADA related absences. Bereavement, jury duty and military exemptions require proper documentation to be given to a manager within 48 hours of the absence.

6. Time Off Requests.

If employee needs time off during the quarter, they must submit a shift swap request through ConnecTeam. Refer to Scheduling and Shift Swap Policy.

***** Established Work Week and Hours*****

Business Work Week is Monday to Sunday
Begins at 8am and ends at 7:59am

I have read and fully understand the Time & Attendance Policy as described above. By signing this agreement, I acknowledge my awareness of this document and take full responsibility for any action listed above that may result in termination of employment.

Sign: _____ **Date:** _____