

## **(SAMPLE) Attendance Policy**

### **Objective**

The purpose of this policy is to set forth (\_\_\_\_\_) policy and procedures for managing employee absences and tardiness to promote the efficient operation of the company and minimize unscheduled absences.

### **Policy**

Punctual and regular attendance is an essential responsibility of each employee at (\_\_\_\_\_). Employees are expected to report to work as scheduled and on time. It is suggested that the employee arrives at work early enough to take care of all personal business prior to scheduled work beginning. In general, later arrivals and early departures from the workplace should be minimized and communicated with the employee's supervisor.

Please note that any absences or tardiness to the workplace which is covered by the Family and Medical Leave Act (FMLA), equivalent or relates protected state leave laws, or leave provided as a reasonable accommodation under the Americans with Disabilities Act (ADA) are to be addressed with Human Resources. Please look to the FMLA and related state leave policies in the employee handbook.

### **Defining Terms**

#### ***Absences***

"Absence" is defined as the inability or unwillingness of the employee to report to the workplace, consistently, on time and prepared for work.

a. *Excused absence* occurs when all the following conditions are met:

- The employee provides to his or her supervisor sufficient notice at least \_\_\_\_\_ hours in advance of the absence.
- The absence request is approved in advance by the employee's supervisor.

- The employee has sufficient accrued paid time off (PTO) to cover the absence.
- b. *Unexcused absence* occurs when any of the above conditions are not met.
- Any unplanned and/or supervisor unapproved time off.
  - If it is necessary for an employee to be absent or late for work because of an illness or a personal emergency, the employee must notify his or her supervisor as soon as possible (preferably no later than the employee's scheduled starting time).
  - If the employee is unable to call for some reason, the employee should have an adult family member or friend contact their supervisor directly.

All unexcused absences may be dealt with through the progressive disciplinary process. Additionally, the company may choose to terminate employment relationships with employees who have other, related or unrelated, disciplinary issues.

Employees with three or more consecutive days and/or a continuous pattern of recent clustered days off due to illness or injury must give (\_\_\_\_\_) proof of physician's care and a fitness for duty release prior to returning to work. Without a release to work granted by the employee's physician, the employee may not be able to return to work. Missed pay or compensation due to this work rule will not be covered by the employer (unless the time away from the workplace has been proven to be work related).

Employees must take earned PTO for every absence unless otherwise allowed by company policy (e.g., leave of absence, bereavement, jury duty, etc.).

### ***Tardiness and Early Departures***

Employees are expected to report to work and return from scheduled breaks on time. If employees cannot report to work as scheduled, they must notify their supervisor no later than their regular starting time. This notification does not excuse the tardiness but simply notifies the supervisor that a schedule change may be necessary.

Employees who must leave work before the end of their scheduled shift must notify their supervisor prior to departing. If their supervisor is not available, then the employee may notify another member of the leadership team.



### ***Disciplinary Action***

Excessive absenteeism is defined as two or more occurrences of unexcused absence in a 30-day period and may result in disciplinary action. \_\_\_\_\_ occurrences of unexcused absence in a 12-month period are considered grounds for employment termination.

### ***Job Abandonment***

Any employee who fails to report to work for a period of three (3) consecutive days without notifying his or her supervisor or Human Resources will be considered to have abandoned the job and voluntarily terminated the employment relationship. Please note that having a friend contact the Company is not adequate reporting to the supervisor or Human Resources.