

## No Call, No Show Policy

A no call, no show occurs when an employee misses their shift and does not notify their manager before their scheduled start time. As defined in <Company Name>'s Attendance Policy, a no call, no show will be *marked in the employee's personnel record as an unexcused absence*. This policy does not apply to Family and Medical Leave Act (FMLA) leave or Americans with Disabilities Act (ADA) accommodations.

An **absence** is when an employee fails to report to work when scheduled. Absences are defined as either excused or unexcused.

- **Excused absences** - When an employee schedules time off with their manager and per company paid time off (PTO) policy, or when an employee has an emergency and provides their manager notice before the start of their shift.
- **Unexcused absences** - When an employee fails to report to work on time and does not contact their manager or supervisor prior to the start of their shift, regardless of the reason.

If an employee will not be able to begin work at their scheduled start time, they must **call or text their manager not less than 15 minutes before** their scheduled start time. If the employee is unable to make the call or text, they must have someone else do it for them.

If an employee **fails to notify their manager** and does not show up for their scheduled shift, they will be considered to violate this No Call, No Show Policy. An employee may be subject to **disciplinary action up to and including termination of employment for three no call, no show instances** (consecutive and nonconsecutive).

If an employee has an unexcused absence of three or more days because of an illness or injury, the employee must provide the Company with proof of their illness or injury by way of a doctor's note and fitness for duty release before returning to work. PTO will be deducted from each employee's balance for each day absent.

For every unexcused absence, an employee may be subject to disciplinary action.

- **For the first unexcused absence**, an employee may receive a **written warning**, which will be placed in their personnel record.
- **For the second unexcused absence**, an employee will receive a **written warning and a verbal consultation** with their manager and HR to explore solutions to prevent this behavior in the future.
- **If an employee has three or more unexcused absences**, including a no call, no show, in a calendar year, the employee is subject to **additional disciplinary action**, including suspension and termination of employment.

Any employee who **fails to report to work for three consecutive working days** or more without notifying a manager or supervisor will be considered to have **abandoned their job and voluntarily resigned** from their position with the Company. Reinstatement will only be considered in special circumstances where the employee can show good reason for the unexcused absence and for failing to repeatedly contact their manager in violation of the no call, no show policy herein.

By signing below, I acknowledge I have read and understand this policy.

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Employee Name

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Employee Signature

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Date