

Attendance Control Program

Team members are expected to be present for work, on time every scheduled day. Regular attendance and punctuality are important to keep our team and company operating efficiently and effectively. Arriving late or being absent causes disruptions and burdens our teammates.

When team members reach various point totals, certain notice and disciplinary actions will be taken

Definitions:

Tardy - arriving at your workstation after your scheduled start time

Unexcused absences – absences not prearranged that will receive additional points due to the serious nature.

- No call, no show. Three consecutive days of “no call, no show” is considered job abandonment.
- Incarceration
- Failure to call in
- Call ins more than 3 hours after start time
- Personal business
- Vehicle problems
- Dishonesty

Point occurrences:

An absence or tardy not pre-approved will receive points as follows:

- Each single day absence is **one point**.
- Each single unexcused absence is **three points**.
- The first day of an extended absence covered by a doctor’s note that is turned in within 7 days of the beginning of the absence is **one point**.
- Partial Day Absences (tardy or leave early):
 - Occurrences where employee works less than ½ scheduled shift are **one point**
 - Occurrences where employee works more than ½ scheduled shift are **one-half (1/2) point**

EXCEPTIONS

Absences for any of the following reasons shall not be considered as an absence occurrence.

1. Injury on the job where the absence is authorized by an attending physician.
2. Vacation.
3. Holidays.
4. Company authorized leaves.
5. Any absence for which the employee was eligible and received payment under the rules governing the disability pay plan or absences involving hospital confinement will not be charged on attendance occurrence for the first such absence per attendance year. All other such absences will be charged one (1) absence occurrence regardless of eligibility for disability pay.
6. Official union business authorized in advance by the Company.
7. A summons to appear in court due to no fault of the employee.
8. Prearranged Full or Partial Day Absences: Employee requests to be excused and are granted the time off advance.

Point Reduction

If you go 3 months without a ½ point or full point, your oldest occurrence (whether full or ½ point) on record will be removed.

Disciplinary Action

As an employee’s occurrences accumulate during their attendance year, the company will take action as follows:

- **3 points- Absence Written Warning**
- **5 points- Absence 1st strike**
- **7 points- Absence 2nd strike**
- **9 points- Absence 3rd strike**

Three consecutive days of “no call no show” will be considered a voluntary resignation of employment with the company or job abandonment.

*No more than 2 Absence strikes will be issued in any 12-month period. If an employee’s points reach the level for a 3rd Absence strike in a 12-month period, they will advance to Separation of Employment. *