

## SAMPLE ATTENDANCE POLICY TEMPLATE

<Company Name>'s Attendance Policy (Policy) provides for the equal and fair treatment of all employees by handling employee absences and tardiness to promote regular attendance and minimize unscheduled absences. Punctuality is essential for the safe and efficient operation of <Company Name> (the Company). All employees are expected to arrive at work on time, as scheduled, and be prepared to work. Employees are expected to remain at work until their scheduled departure time.

This Policy does not apply to absences covered by the Family and Medical Leave Act (FMLA) or leave provided as a reasonable accommodation under the Americans with Disabilities Act (ADA).

### Absence

**Definition:** *The failure of an employee to report to work when scheduled.*

An excused absence occurs when:

- The employee has scheduled paid time off (PTO) pursuant to Company policy; or
- The employee has discussed the absence with their manager before the start time and the manager has approved

An unexcused absence occurs when:

- The employee does not report to work at their scheduled start time; and
- The employee has not notified their manager prior to the start time of their scheduled shift

When an employee is going to be absent from work, they must call their direct manager or supervisor before the start of their shift, whenever possible. If the employee is unable to call, they must make arrangements for someone else to call on their behalf.

Any employee who has an excused absence of three or more days due to an illness or injury must give the Company proof of doctor's care and a release from their doctor prior to returning to work. Employees must use any PTO available to cover both excused and unexcused absences.

### Tardiness

**Definition:** *The failure of an employee to show up for work at the scheduled time or to return from a break at the scheduled time.*

Employees who are unable to get to work at their scheduled time or return from a break on time must notify their manager prior to their scheduled start time. Notification does not excuse the tardiness. A 10-minute grace period will be provided.

## Early Departure

**Definition:** *The failure of an employee to remain at work for the entire duration of their scheduled shift.*

Employees who are unable to stay for the duration of their scheduled shift must notify their manager prior to leaving. Notification does not excuse the early departure.

## Disciplinary Action

Absenteeism, tardiness, and early departure occurrences three or more times combined in one calendar month will result in progressive disciplinary action, up to and including termination. Twelve instances of any violation of this policy in a calendar year will result in immediate termination.

### *Verbal Warning*

Upon the first instance of a violation of this Policy, an employee will receive a verbal warning from their manager in an attempt to correct the issue. The manager will discuss the event giving rise to the violation of this Policy, Company expectations, and steps for the employee to improve. The manager will take brief written notes about the discussion, allowing the employee five days to review and sign the document, acknowledging their understanding. The manager will provide the document to HR for document retention in the employee's personnel file.

### *Written Warning*

For a second violation of this Policy, an employee will meet for a formal discussion with their manager and HR to discuss the violation. The manager will outline the consequences for the failure of the employee to improve their behavior. HR will provide the employee with a formal Performance Improvement Plan (PIP) detailing the issues and what the employee should do to correct them. This written warning and PIP will include a date for the corrective action to be reviewed of less than 30 days. The employee and manager will sign all documentation and HR will place the documents in the employee's personnel file.

### *Suspension and Final Written Warning*

Upon a third violation of this policy, the employee will be suspended. Depending on the severity and frequency of the violations, the employee may be suspended without pay in full-day increments, consistent with federal, state, and local wage and hour laws. The employee will also receive a final written warning, outlining the steps needed to correct the behavior and, if not

done so within 30 days, the employee will be terminated. HR will retain all relevant documents in the employee's personnel file.

### *Termination*

The last and most serious step in this process is the termination of the offending employee. The progressive nature of this process provides an employee with ample opportunity to correct their behavior. If they are unable to do so, the employee may be terminated upon approval from their manager and HR.

### *Appeal*

Every employee has an opportunity to dispute corrective action and the violations of this Policy. During each step of the process, the offending employee may present evidence and extenuating circumstances that may have contributed to or caused the violation of this Policy. The information provided will be considered by both the employee's manager and HR for reducing consequences under this Policy. In no situation, however, shall the manager or HR provide any offending employee with special treatment or harsher penalties than outlined in this progressive discipline.

## Job Abandonment

**Definition:** *The failure of an employee to report to work and/or notify the Company of their absence for more than two consecutive days.*

An employee who fails to report to work for three or more consecutive working days without notifying their manager will be deemed to have voluntarily resigned and their employment relationship with the Company will be terminated.

## Employee Acknowledgement

I have read and understand the Company's Attendance Policy. My signature below confirms my knowledge, acceptance, and agreement to comply with the Policy.

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Employee's Name, Printed

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Employee's Signature

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Date Signed