PURPOSE: To establish attendance and punctuality expectations.

POLICY STATEMENT: It is the policy of the Company to require employees to report for work punctually and to work all scheduled hours and any required overtime. Excessive tardiness and poor attendance disrupt work flow and customer service and will not be tolerated.

Comment:

(1) Supervisors should notify employees of their starting and ending times. Employees are expected to be engaged in carrying out their duties during all scheduled work time and should be ready to begin working at their scheduled starting time.

(2) Employees should notify their supervisor as far in advance as possible whenever they are unable to report for work, know they will be late, or must leave early. The notice should include a reason for the absence and an indication of when the employee can be expected to report for work. If the supervisor is unavailable, notification should be made to the Department or Division Head.

(3) Failure to notify the Company properly of any absence may result in loss of compensation during the absence and may be grounds for disciplinary action.

(4) Employees who report for work without proper equipment or in improper attire may not be permitted to work. Employees who report for work in a condition considered not fit for work, whether for illness or any other reason, will not be allowed to work.

(5) Employees generally are expected to report for work during inclement weather conditions if the Company does not declare an emergency closing.

(6) Employees should inform their supervisor when leaving the Company premises during working hours. In addition, employees who are frequently away from the premises for business reasons should inform their supervisors of their whereabouts during working hours.

(7) Unauthorized or excessive absences or tardiness will result in
disciplinary action, up to and including termination. An absence is considered to be unauthorized if the employee has not followed proper notification procedures or the absence has not been properly approved.

(10) Employees who are absent from work for three consecutive days without giving proper notice to the Company will be considered as having voluntarily quit. At that time, the Company will formally note the termination and advise the employee of the action by certified mail to the employee’s last known address.