



## Employee Attendance Policy

### Purpose

Maintaining a reliable and punctual workforce is essential for smooth operations. Employees are expected to be present, on time, and fully engaged during working hours. Consistently arriving late, leaving early, or being absent without notice can disrupt workflow and affect colleagues. This policy sets clear expectations regarding attendance, ensuring fairness and accountability. **All employees are expected to be at work every day they are scheduled.**

### Who This Applies To

This policy applies to all employees unless specifically exempted by management.

### Attendance Guidelines

#### Timesheets:

- Hourly employees must use their timesheets to log the start and end of their shifts.
- If an employee arrives late, leaves early, or takes an unscheduled absence, they must regularize their attendance in the system with managerial approval.

#### Absences & Notifications

- Employees must inform their manager before their shift if they are unable to report to work.
- Leave requests must be submitted in advance, except in emergencies.
- If an employee is absent for **three or more consecutive days**, they must provide supporting documentation (e.g., a doctor's note).
- **No call, no show for three consecutive days** may be considered job abandonment and could lead to termination.

#### Exceptions & Special Circumstances

Employees may request unpaid, excused absences for unavoidable situations such as:

- **Medical emergencies** (with supporting documents)

- **Jury duty or court appearances**
- **Bereavement leave** for a family member's passing
- **Childbirth or parental leave**
- **Accidents or other unforeseen emergencies**

Requests will be reviewed by management on a **case-by-case basis**.

### **Disciplinary Actions For Attendance Violations**

The attendance policy is based on a rolling 12-month year; that is, each occurrence defines the twelve month period rolling backward. Depending on the type of absence and the attendance history of the employee, one or more of the corrective action steps may be repeated or bypassed. The Foundation determines corrective action based on occurrences. Occurrences include being tardy, absent, or unpaid time off initiated by the employee.

Repeated attendance issues will lead to disciplinary measures, which may include:

1. **Verbal warning** for minor infractions.
2. **Written warning** for repeated tardiness or absences.
3. **Suspension** for continued non-compliance.
4. **Termination** in extreme cases, such as job abandonment.

**Corrective action guidance is as follows for occurrences:**

- 4 or Less – Verbal or Written Counseling
- 5 to 6 – Written warning
- 7 or more – Last Chance Warning

### **Policy Compliance & Legal Considerations**

Attendance management aligns with labor laws, and failure to comply could lead to legal consequences. Any modifications to this policy require approval from HR and compliance teams.

### **Important Disclaimer**

This policy is a guideline and should not be treated as a legally binding document. It is intended to establish best practices for attendance and punctuality. The organization holds the right to modify this policy as needed.