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## ATTENDANCE POLICY

1. **BACKGROUND AND SCOPE.** Tardiness and absenteeism have a negative impact on fellow employees and the company as a whole. The procedures and policies set forth herein apply to all employees and are designed to encourage strong attendance and punctuality as the foundation of a successful work environment. This policy shall not interfere with any unionized employee's existing collective bargaining agreements or their rights under the National Labor Relations Act.
2. **ATTENDANCE AND PUNCTUALITY.** Employees are expected to report to work on time according to their established schedule. Tardiness is defined as reporting to work \_\_\_\_\_ late without proper notice. Missing work or arriving more than \_\_\_\_\_ minutes late is considered an unplanned absence.
3. **PLANNED LEAVE.** Employees must submit a formal request for planned time off at least \_\_\_\_\_ in advance. If it is not possible to give such notice due to unexpected illness or exemptions under the Family Medical Leave Act, Americans with Disabilities Act, Uniformed Services Employment and Reemployment Rights Act, or any other applicable state law, the employee should communicate with the relevant HR representative or supervisor immediately.
4. **EMERGENCIES.** Under extenuating circumstances, exceptions to the required notice period may be granted at the discretion of management. Employees should notify their supervisor of an unplanned absence or lateness at the earliest possible opportunity, including their expected timeline for returning to work. Documentation, such as a doctor's note, may be required.
5. **DISCIPLINARY ACTION.** The company is committed to maintaining a fair and consistent approach to managing attendance. Individual circumstances will be taken into account before and during the disciplinary process, including overall employee performance, any applicable legal protections, and the reasons for the infractions. Disciplinary action may include:

- a. \_\_\_\_\_ for the first policy violation
- b. \_\_\_\_\_ for the second policy violation
- c. \_\_\_\_\_ for three or more policy violations

The employer reserves the right to act in its sole discretion and modify the steps based on the severity of the violation and other factors.

6. **EMPLOYEE ACKNOWLEDGMENT.** I, \_\_\_\_\_, acknowledge that on \_\_\_\_\_ I received a copy of \_\_\_\_\_'s Attendance Policy and that I read it, understood it, and agree to comply with it. I understand that \_\_\_\_\_ has the maximum discretion permitted by law to interpret, administer, change, modify, or delete this policy at any time with or without notice.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_