

Greene Arc, Inc.

Policy and Procedure Manual

704 Attendance and Punctuality

Greene Arc expects employees to be reliable and punctual. You should report for work on time and as scheduled. If you cannot come to work or if you will be late for any reason, you must notify your Supervisor, on-call Supervisor and the front desk receptionist 2 hours in advance of the shift start. Employees are required to call in each day they will be tardy or absent.

Unplanned absences can disrupt work, inconvenience other employees and affect productivity. If you have a poor attendance record or excessive lateness, you may be subject to disciplinary action, up to and including termination of employment.

Immediate Supervisors are responsible for reviewing and verifying attendance and recording all occurrences.

An **unscheduled absence** will be recorded as one (1) occurrence. Each tardy or unscheduled early departure will be recorded as one-half (1/2) an occurrence. **No occurrence will be recorded for scheduled absence.**

Scheduled absences include: Pre-scheduled sick days or an absence verified by a doctor's excuse. A doctor's excuse must be presented before your next shift or within 24 hours, whichever comes first, stating may return (date) to Greene Arc without restrictions or limitations, that date, to be considered a scheduled absence. Excuses may be received by fax, email or screenshot via cell phone.

Unscheduled absences include: Tardiness and leaving work early before your shift, if not previously approved by Management. **Unscheduled call-offs and calling off without sick time (unless by doctor's order) will be considered an unscheduled absence.** A doctor's excuse must be presented before your next shift or within 24 hours whichever comes first, stating you may return (date) without restrictions or limitations. As in the past, excuses may be faxed, emailed or screenshot via cell and submitted to Greene Arc, Inc.

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Supervisors will follow the corrective action progression described below to address unscheduled absences, tardiness and unscheduled early departures. When an employee has accumulated two (2) occurrences, each occurrence thereafter will advance the corrective action process, up to and including termination of employment.

- Verbal warning upon two (2) occurrences
- Written warning upon three (3) occurrences
- Suspension upon four (4) occurrences (3 days without pay)
- Termination of employment upon five (5) occurrences

Sick time usage will be reviewed quarterly. If an employee has not been in violation of the call-off/attendance policy for that quarter, the employee will have up to and/or including one (1) occurrence removed from their corrective action scale. The quarterly cycles will be August 1st, November 1st, February 1st, & May 1st.

It is within the sole discretion of Management to categorize your tardiness or absence as excused or unexcused.

Failure to report for work three (3) consecutive days without approval of Management shall be considered resignation without notice.