Attendance and Punctuality Policy
Questions and Answers

Q. What is the definition of an unscheduled absence?
A. An unscheduled absence is defined as an absence from work without prior approval from the supervisor.

Q. How is tardy defined under this policy?
A. An employee is considered tardy when he/she is late for the beginning of a scheduled shift, or leaves a scheduled shift early.

Q. What is the definition of an occurrence?
A. An occurrence is any unscheduled absence or tardy arrival that deviates from the scheduled shift.

Q. How are occurrences counted?
A. Occurrences are counted based on the circumstances. A single occurrence may involve consecutive missed days without a return to work in between the missed days, or an occurrence can be counted with each separate incidence depending on whether the employee returned to work between incidents.

Q. If I am unable to report to work at my scheduled shift time, what should I do?
A. Per the guidelines established in each department, an employee who is unable to report to work as scheduled should contact the supervisor or the designated person for their department prior to the start of the shift to report the problem.

Q. Is it necessary to call my supervisor or designated person each day to report my absence from work?
A. Yes. An employee who is out for more than one day should call in each day that he/she is unable to report to work in accordance to the department guidelines unless otherwise notified by the supervisor.

Q. What happens if an employee is absent from or late to work three (3) times in a rolling 90 day period?
A. An employee who is absent from or late to work three (3) times in a rolling ninety (90) day period may be subject to corrective action in accordance with the Attendance and Punctuality policy.

Q. If I make a request to take time off and that request is denied but I take the time off anyway, can I be subject to corrective action?
A. Yes. Employees are expected to work their scheduled shifts. If an employee is not approved for time but takes the time anyway, he/she may be subject to corrective action.
Q. If I provide my supervisor with a doctor’s note, is my absence from work considered a scheduled absence (excused absence)?
A. No. A doctor’s note does not excuse the absence. Any absence that doesn’t have prior approval is considered an unscheduled absence.

Q. What constitutes excessive absenteeism?
A. Excessive absenteeism occurs when an employee incurs three or more unscheduled absences of any length in a rolling 90-day period. Part-time employees may be subject to corrective action if they incur two or more absences in a rolling 90-day period.

Q. What constitutes excessive tardiness?
A. Excessive tardiness occurs when a full time employee is tardy three or more times (two or more for part time employees) during a rolling 90-day period.

Q. How does the corrective action process begin for cases of excessive absences or tardiness?
A. Managers should provide employees with verbal coaching before beginning the formal written corrective action process.

Q. Can tardiness and absences be combined under this policy to issue Corrective Action?
A. Yes. Under this policy absences and tardiness can be combined after the employee has been verbally counseled for either his/her first excessive attendance violation or his/her first excessive tardiness violation. After that employees may be subjected to progressive corrective action (written warning, final warning and termination) if he/she has incurred any combination of 3 occurrences of absences and/or tardiness following the initial counseling.

Q. If I am absent from work for 2 or more consecutive days will it be considered (1) occurrence?
A. Yes. Consecutive unscheduled absences for the same illness/cause will be considered as (1) occurrence, except for good cause i.e. patterns, egregious amounts of time off, etc.

Q. If I have an unexcused absence immediately following a vacation, holiday, and/or sick day will I receive correction action?
A. Yes. Corrective action may be issued if an unscheduled absence is in conjunction with a holiday, vacation day, and/or sick day.