

ATTENDANCE POLICY: *Points Program*

BREAKDOWN OF ATTENDANCE POLICY

Each employee starts with zero points.

Points are added to your attendance record if...

- * **ONE POINT** will be added if 1 week notice of day off is not given.
- * **ONE POINT** will be added if employee is up to **two hours** late for work.
- * **ONE POINT** will be added if employee **does not return** the attendance notification slip to the office the following work day and each day after.
- * **TWO POINTS** will be added to employee's attendance record if you are over **two hours** late for work.
- * **FOUR POINTS** will be added in the event of a **no call, no show & LOSE A PAID HOLIDAY**.

EMPLOYEE MUST NOTIFY THE OFFICE NO LATER THAN 30 MINS OF PARKING LOT TIME IF THE EMPLOYEE WILL BE LATE, OR OUT FOR THE ENTIRE DAY. IF THERE ISN'T ANYBODY AT THE OFFICE LEAVE A MESSAGE ON ADAM'S MAIL BOX ONLY.

If you reach 16 points in one year, January 1st through December 31st you will be terminated for no less than one year. Once the year is up, the employee is eligible for re-hire, must re-file by filling out an application.

EXAMPLES:

1. an employee reaches all 16 points within the calendar year, the employee will be terminated*.
2. an employee has 8 points on their record from missing four days or from being late as of December 31 2014, come January 1 2015 their record will be swept clean for example.

EMPLOYEE NOTIFICATION OF POINTS ON THEIR RECORD

* There will be a slip inserted into their pay check notifying the employee if there has been a point or points added to their record. The employee will need to sign the slip and return it to the office or give to their foreman. There will be a line item on the slip for the employee to describe the reason for being late or missing work. That is important to fill out, so you have record stating why you took off seven months ago.

* During the employees 90 day probationary period if there has been an **absence without notifying the employer**, the management department will review the employee's attendance behavior. If the management feels that the employee needs to be terminated after reviewing the information the employee will be notified of there discussion.

ATTENDANCE WAIVERS:

* **SCHEDULED APPOINTMENTS:** an employee must notify management personal or call the office and leave a message on the general mailbox.

1 Day Off – requires a week advance notice. Notify the office or leave a message on the general mail box.

1 Week Off – requires a month advance notice. Notify the office or leave a message on the general mail box.

*Employee needs to take their children or family member to **SEEK MEDICAL ATTENTION**. Employee needs to bring in medical slip the following work day. Give the medical slip to your foremen or the office.

***DEATH** of a loved one, such as visitation and burial. Bring in a memorial pamphlet to the office the following morning or turn it in to the on-site foremen before beginning the employees work shift.

***ROAD CONDITIONS** are at a level to where your county states personal travel is prohibited, emergency vehicles only.

***COURT HEARING** or **JURY DUTY**

*If and when an employee reaches 16 points within the year. **MANAGEMENT** will sit down and review the employee's attendance record. At that time **MANAGEMENT** will have the final say whether the employee will be terminated or those points be waived. Employee will be notified at the meeting with **MANAGEMENT** whether or not the employee is eligible for points to be waived or if the employee will be terminated for one year.

Employee name (Please Print) _____

Employee Signature _____

Date _____