ATtendence POLICY (Option 1)

You are hired to perform an important function at ABC Company. As with any group effort, it takes cooperation and commitment from everyone to operate effectively. Therefore, your attendance and punctuality are very important. Absences cause a slow‑down in the work and added burdens for your fellow employees. Good attendance is something that is expected from all employees. You should be at your work-station by the start of each workday at the time designated by the department. Excessive absenteeism or tardiness will not be tolerated and will be cause for disciplinary action up to and including discharge.

We do realize, however, that there are times when absences and tardiness cannot be avoided. This is why we have a *no-fault* system that allows you to accumulate some points before any disciplinary action will be taken against you. It is expected that everyone will accumulate some points under this system. Points, like absences, are to be expected. It is only when points become excessive, and warnings are issued, that an employee need be concerned about his or her attendance practices.

Regardless of the reason for your absence, you are expected to properly notify your supervisor on duty at least one hour in advance of your scheduled work time. Lack of a telephone or absence from town is not an excuse for failing to notify your supervisor of absence or tardiness. You should call every day that you are absent unless you are on an approved leave of absence. Unreported and unexcused absences of two consecutive work days will be considered a voluntary termination of employment with the Company.

Each employee’s absenteeism and tardiness records are kept on file with the Human Resources Department. The absenteeism and tardiness records are kept on a point system basis. Depending upon the nature of the absence, a certain number of points are accumulated by an employee on their personnel record. When an employee reaches various point totals, certain notice and disciplinary actions will be taken. An employee may receive a written notice, a written warning, a final written warning, or will be discharged depending upon the number of points he or she accumulates.

The point system is based upon the progressive past 12 calendar months. Any employee who accumulates 24 or more points in a 12 calendar month period under this system will be discharged. On the first day of each calendar month, points accumulated during that same month one year prior will be removed from the employee’s record for purposes of this policy.

If only three points or less are accumulated during any progressive 12 calendar month period by an employee, he or she will receive one day off with pay. Upon earning a day off with pay, the employee will begin a new 12‑month period for purposes of earning another day off under this program. Absences from work will accumulate points in the following manner:

**No Points**

1. Off work due to a work‑related injury with medical verification that the employee is unable to work.

2. Off work due to jury duty, military leave, medical leave, FMLA leave, lack of work, subpoenas, or any other absence expressly authorized by the Company, the terms of Company policy, or the law.

3. Off work because of adverse weather conditions resulting in the closing of schools and/or roads in this or the surrounding counties by the local authorities.

4. Off work due to an accident in which you are involved coming to work and which you can verify through police records or other satisfactory evidence. *Car trouble* is not excused.

**One‑half (1/2) Point**

1. Leaving work because of a proven emergency.

**One (1) Point**

1. Late to work by 18 minutes or less for any reason not excused above.

2. Leaving work two hours or less before the end of your scheduled work time for any reason not excused above after notifying your supervisor.

**Two (2) Points**

1. Late to work by more than 18 minutes for any reason not excused above.

2. Leaving work more than two hours before the end of your scheduled workweek for any reason not excused above after notifying your supervisor.

**Three (3) Points**

1. Absence for any reason not excused above with proper call‑in.

**Twelve (12) Points**

1. Absence for any reason not excused above without proper call‑in.

The accumulation of the following number of points will result in the following action being taken by the Company:

• 12 Points: A written notice that the employee has accumulated 12 or more points.

• 16 Points: A written warning to the employee.

• 20 Points: A final written warning to the employee.

• 24 Points: The employee will be discharged.

**EXAMPLE**:

Employee is late on one occasion by 30 minutes, leaves work 1 hour early on another occasion, and has three reported absences that are not excused.

 2 points + 1 point + 9 points = 12 points = Written Notice

The Company will not notify you that through the passage of time you have lost points. However, each time you reaccumulate enough points to trigger a notice or warning, you will receive such notice or warning. For example, if you accumulate 12 points and receive a written notice of such points and then subsequently drop, through the passage of time, to 10 points, you will be reissued a written notice again upon your reaccumulation of 12 points. You also may check with the Human Resources Department at any time to determine your point status.

THiS ALTERNATIVE POLICy is LEGALLY DESIRABLE