

ATTENDANCE AND DISCIPLINARY PROCEDURE

Each employee is an important and valuable asset to this office, and each is needed to insure its smooth operation. If an employee is not on the job as scheduled, he/she is absent regardless of cause. Absences will not be viewed as “excusable” or “inexcusable” as it is difficult or nearly impossible for the manager to make that judgment. Absence is absence regardless of reason, even for medically verified illness. All absences will be deducted from accrued PTO hours. When no PTO hours are available, an absence will be logged in your record and handled according to policy.

Records Review

Absenteeism and tardiness time reports must be maintained at least weekly by the manager for each assigned employee. Managers should review at least weekly the records of all assigned employees for any incidents of unacceptable absenteeism or tardiness for action as mentioned in the procedure below. The key factor is that managers must regularly review all records, not only those of employees with previously unsatisfactory records.

Exclusions from this policy are as follows:

1. Authorized Holidays.
2. Approved Leave of Absence.
3. Bereavement for Death in the Immediate Family.
4. Military Leave
5. Jury Duty or appearance as a court witness as a result of a summons
6. The initial (the first uninterrupted period of time off from work) absence from work that is the direct result of an on the job injury or job illness. This must be substantiated by the attending physician for required time off. Copies of such records will be sent to human resources.

Attendance

Employees are responsible to:

1. Be at work in accordance with respective work schedules.
2. Maintain good health standards.
 - a. Take precautions against illness or accident.
 - b. Prevent minor indispositions which would prevent them from reporting to work.
 - c. See medical attention when necessary to maintain good health, in off-duty hours.
3. If you are unable to report to work, or if you will arrive late, you must contact your manager before the start of your shift or before 8:15am. Give your manager as much time as possible to arrange for someone else to cover your scheduled responsibilities until you arrive. If you know that you will need to be absent, request this time off at least two (2) weeks in advance, with your manager.
4. Manage personal affairs to that the attendance requirements can be met effectively. Schedule appointments for non-working hours.
5. Provide a doctor’s certificate when requested to verify medical need for personal leave. Failure to produce a doctor’s certificate upon request will result in classification as absent without pay.
6. To accommodate employees who are not ill, but require emergency time off for personal reasons other than those listed above, emergency vacation time may be granted at the discretion of the HR manager in unusual circumstances. Time off will be deducted from available vacation hours.

Managers are responsible to:

1. Set a good example.
2. Communicate the attendance policy to employees and emphasize the importance of maintaining good attendance.
3. Maintain attendance records on appropriate forms and keep record up to date.
4. Advise employees whom to report to, in the event of an absence, and delegate an alternative to receive absent reports, when necessary.
5. Counsel employees and/or use disciplinary action measures, as appropriate.

Absenteeism

1. Absenteeism shall be measured by hours.
2. Available vacation or personal time hours will be deducted to cover hours missed.
3. An absent day will not result when:
Due to an initial on the job injury; an employee is sent home by the department manager.
4. Failure to report to work or notify the department manager of absence for three consequently scheduled workdays is considered abandonment of position and will be considered a voluntary resignation from employment with Magazine Fulfillment.

Lateness

Lateness is defined as not being at the scheduled work area, ready to work at the scheduled time. This can occur when reporting to work, training, returning from lunch, and/or an appointment outside of the office

Employee Discipline

If instances of absence or lateness occur, the following steps will be taken to alert the employee to the problem and allow for correction:

Number of NON-Vacation/Personal ABSENT Occurrences within Twelve Months*	Appropriate Disciplinary Action
Two (2) periods of absence	Documented verbal warning
Four (4) periods of absence	Written warning
Six (6) periods of absence	Written warning, final notice
Eight (8) periods of absence	Discharge

Number of Occurrences of LATENESS within Twelve Months*	Appropriate Disciplinary Action
Six (6) lateness	Documented verbal warning
Nine (9) lateness	Written warning
Twelve (12) lateness	Written warning, final notice
Fifteen (15) lateness	Discharge

***The twelve month period is defined by employment anniversary date. For the benefit of the inception of this procedure, all occurrences are prorated to the next anniversary date.**

Exceptions to Policy

It is not the intention of this policy to discipline or terminate the employment of employees with loyal service records who are temporarily experiencing a period of poor health. Therefore, the following procedures will govern exceptions to this policy:

1. If an employee reaches or exceeds the level of six (6) periods of absence, or nine (9) occurrences of lateness, and it is felt that circumstances justify a reduction in the level of progressive discipline, the employee or manager may request an exception to this policy.
2. Reasons for an exception must be submitted in writing to manager or human resources.