

	Title: Employee Handbook	Page: 1 of 1
	Section: 2.2.0 Payroll	Date: January 31, 2017
	Policy: 2.2.9a Call Off Attendance Point System	Replaces: March 26, 2015

2.2.9 To establish guidelines for unexpected Absences from work, Tardiness and missing clock in/outs. During the course of the year it is expected that employees need time off for unexpected events. These guidelines are to be used for reminders to employees that excessive Absence or Tardiness from work negatively impacts yours co-workers and customers. All Absences and Tardiness from work will be documented and handled accordingly.

2.2.9.1 **Unscheduled Time Off:** is defined as any time an employee is absent, without advance approval, for a whole day or part of their scheduled workday

2.2.9.2 **Occurrences:** two (2) consecutive incidences of Unscheduled Time Off will be considered one (1) occurrence (regardless if different or same reasons) and result in one (1) attendance point

2.2.9.2.1 In the event an absence last longer than two (2) consecutive days, an employee must provide a medical excuse/documentation to receive pay for all days past the initial two (2) days missed. When a medical excuse/documentation is provided, a single (1) attendance point will be issued for the entire duration of the absence.

2.2.9.2.2 If No medical excuse/documentation is provided for an absence greater than two (2) days, a half (1/2) attendance point will be issued for each additional day missed over the duration of the absence

2.2.9.2.3 A medical excuse/documentation does not necessarily excuse an employee from receiving attendance points or corrective action

<p>Departments Involved in Development: Board of Directors, Compliance Committee, Legal Counsel  Reviewed by Executive Board and approved by the Board 1/31/17  Reviewed by Compliance Officer and approved 1/25/17  All previous versions are obsolete</p>
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