
EMPLOYEE ATTENDANCE DISCIPLINARY PROCEDURES

Absenteeism

Absenteeism is defined as being absent from work on any scheduled workday, even though the employee has reported or called in.

Each period of consecutive absence will be recorded as one occurrence regardless of the number of days' duration. For example, if an employee is absent three days due to illness, that three-day absence will be considered one occurrence.

Employees who report to work and subsequently leave due to illness or other reasons will be charged with an occurrence.

If an employee comes to work and is not ready to work because of appearance standards will be considered as not reporting to work on the employee's scheduled shift. The employee will be sent home with a time limit on when to return to work that same day (usually about one hour). If the employee fails to return, ready to work, it will be considered a "no call no show".

If an employee calls in with a "family emergency" the absence will be recorded as an occurrence, and is not eligible for paid sick time. If the "family emergency" involved a family member being sick, they employee may be eligible to use paid sick time. Family members covered under our paid sick leave policy are: children, parents, spouses, registered domestic partners, legal wards/guardians, grandparents, siblings, as well as the employee.

Absence due to funeral leave, military obligation, jury duty, or approved leave of absence will not be recorded as an occurrence of absence for the purposes of disciplinary action.

Tardies

Tardiness will be considered as not reporting to work on the employee's scheduled starting time whether to start a shift, and/or returning from break or lunch. Each incident in a day will be considered a separate occurrence. If the employee stated that they were late due to illness, it is up to the Store Director whether the employee should be sent home so they can take care of themselves or start work. There is a 3-minutes "grace period" for reporting to work and the beginning of a scheduled shift but no (zero) "grace period" for returning from lunch or break.

No Call – No Show

Employees who are absent without calling in will be considered a "no call no show" unless they mention that they were sick. If they were sick, the Store Director can discipline for failure to notify the store in a timely manner. If no mention of being sick occurs, the employee will receive an automatic three-day suspension. The second "no call no show" (if not ill) will result in termination, pending the review of the employee's file by the Store Director and Human Resources. If an employee is an hour or more late for a scheduled shift – the employee should be sent home and be disciplined as a "no call no show", unless tardiness is a result of being sick. If an employee is a "no call no show" or more than one hour late due to illness, the employee should be disciplined for failure to notify the store in a timely manner. It is up to the Store Director whether the employee should be sent home so they can take care of themselves or start work

Paid Sick Time

Employees will receive one (1) hour of sick time for every thirty (30) hours worked, accruing a minimum of 24 hours and a maximum of 48 hours each year of employment. Once the minimum (24 hours) has been used, disciplinary action will occur.

NOTE: Managers must pay attention to the employee's anniversary date. Employees will be able to use 24 hours of sick time each anniversary year that can't be used in the disciplinary process.

Employees employed less than 90 days, have no accrued sick time available. Contact your Human Resources Manager if there are more than two occurrences within the first 90 days.

Disciplinary Action

Disciplinary action will be administered according to the following:

Number of Occurrences

During a Twelve (12)

Month Period after minimum accrued

Sick time is used:

First occurrence after the 24-hour accrual

is used or third tardy

Three more occurrences (Absence and/or Tardies)

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Next incident

Action:

Documented Verbal Warning

Documented Needs Improvement

Written Warning

Suspension (3 days) – HR to review file

Termination – HR to review

Before any suspension, notify Human Resources.

Absence records will be maintained for a consecutive twelve (12) month period, starting with the employee's first occurrence of absence. All absence records and warning which are one year or older shall not be considered for purposes of disciplinary action under this policy.

NOTE: Employees can accrue up to 48 hours of sick time each year. Although you can start disciplining after 24 hours is used, it's important to remember - is it excessive? For example: If an employee takes a sick day each time after the accrue 8 hours of sick time, on the four occurrence they should receive a documented Verbal Warning, because the missed days are excessive.

If the employee was out three days due to illness and used 24 hours of sick time, and then three months later they call in sick, disciplinary action should not occur because it isn't excessive. There are only two incidents.