

## *Attendance & Punctuality*

---

Attendance and punctuality are very important parts of the employee job performance. Absenteeism places a burden on other employees who have to perform absent employee's duties. Absenteeism can cause scheduling problems for the department and can adversely affect our ability to serve our clients. For these reasons, excessive absenteeism will not be tolerated.

Occasionally, it is necessary to be absent from work due to illness or circumstances beyond your control. When you have an unscheduled absence from work, you must notify your supervisor. You are responsible for calling your supervisor within one hour of your starting time. If your supervisor is not available, you must leave a voicemail message. It is your responsibility to speak to your supervisor or team leader personally. Keep your supervisor informed every day as to when you expect to return to work. In the event an employee is absent due to a medical emergency, the supervisor should be contacted within 24 hours. If you are not able to contact your supervisor, have an immediate family member do so. You must also provide the company with a physician's statement within three business days. If you are absent for three or more days due to an illness, you may be required to present a doctor's release to be back to work.

The same procedure should be followed when you will be late to work.

It is a violation of the company policy not to notify your supervisor when you will be absent or late to work. Disciplinary action may result for employees who are repeatedly absent and/or late to work. Our Company will consider it a voluntary termination should you not call your supervisor or report to work for three consecutive days.