**4.3 Attendance Standards**

Punctuality and regular attendance are essential to the proper operation of our Organization. Excessive employee absence or lateness are undesirable performance factors for both exempt and non-exempt employees, and those found to be in violation of the Organization’s standards will be subject to disciplinary action.

If you will be arriving late, leaving early, or not reporting to work for any reason, you must notify your Supervisor within thirty minutes of the start of your day. Failure to do so will be considered an unauthorized absence, which may result in disciplinary action. It is also critical that all production employees clock in and out as described in the Time Records policy on page 21.

**Neither the policy on tardiness, nor absence applies to anyone who is on an approved leave under the Organization’s Family and Medical Leave policy.** (Please see the FML policy on page 44)**.** If you have any question as to your status, or whether this policy applies to you, please contact your Supervisor or Human Resources.

### **Management Guidelines**

Supervisors need to remember to enforce all rules consistently. For example, you must treat tardiness the same, whether it is your star employee or a poor performer who is coming in late. Remember to document absences and tardiness as they occur so you are not relying on memory at a later date. It is extremely important to have a tracking system in place to record tardiness and absences. In addition to helping you keep track of your employees, it is important to be able to show documentation of attendance-based disciplinary and termination decisions if such decisions are ever challenged.

If an employee is absent for three days or more without calling in, it will be assumed that the employee has voluntarily terminated his/her employment. Please notify Human Resources as soon as possible when this occurs. A letter should be sent to the employee by the Human Resources Department stating the employee’s last day of work and that according to Organization policy, the employment relationship has been severed. They should be sent all appropriate termination paperwork and be asked to complete and return it as soon as possible. Human Resources will provide this paperwork to the employee.

**Important Note: Employees cannot be penalized or disciplined for tardiness or absence due to circumstances covered under the Family and Medical Leave Act. Please see the FML Policy on page 44 of this Handbook, which also includes management guidelines. For additional clarification and guidance on the FML Policy, you should refer to Human Resources. Employees also may not be penalized or disciplined for tardiness or absences due to their own disability, where the Organization has determined that it can reasonably accommodate such employees with disabilities by allowing them to be absent or tardy on occasion. Please consult with Human Resources if you believe any or your employees fit into this category.**