## Attendance Policy

**Purpose**

This attendance policy defines expectations for employee attendance, use of personal time, and performance standards.

**Emergency Personal Time**

Employees accrue 2.15 hours of emergency personal time per pay period (56 hours annually)

*Maximum usage:* 56 hours per year

* Unused hours do not carry over to next calendar year

**Reporting Absences**

Notify supervisor within one hour of shift start

*Contact method*: Direct phone call

* If supervisor unavailable, leave contact information for callback
* Failure to call on consecutive days may be considered voluntary resignation

**Tardiness Guidelines**

* Tardiness defined as not being at workstation when scheduled
* Missed punches require immediate supervisor notification
* Time missed will be subtracted from personal time accruals

**Absence Consequences**

Short-Term Consequences

* 6 tardies in 3 months: Initial disciplinary action
* 12 tardies in 12 months: Potential employment termination

**Comprehensive Absence Tracking**

* 56 hours of absences: Written warning
* 64 hours of absences: 3-day unpaid suspension
* 72+ hours of absences: Potential employment termination

**Attendance Bonus Program**

* Weekly Incentive
* Perfect attendance enters monthly $50 drawing
* 4 employees randomly selected monthly

**Quarterly Recognition**

No emergency time/tardies: Receive $25 gift

*Annual Bonus Structure*

* 0-16 hours missed, ≤1 tardy: 100% bonus ($300)
* 0-24 hours missed, ≤2 tardies: 50% bonus ($150)
* 24 hours missed or >2 tardies: No bonus

**Additional Provisions**

* Advance scheduling for predictable absences
* FMLA considerations for recurring medical conditions
* Unused emergency hours paid at 110% of straight-time rate

**Policy Acknowledgment**

Employee signature required, confirming understanding of policy terms.

*Note: Customize to fit specific organizational needs*