



## Attendance Point System Policy

### Thanks for downloading this Attendance Policy

For more helpful information on employee attendance:

<https://www.teamsense.com/>

This attendance policy template is designed to be edited. You will need to update information, and add and delete areas. We do not recommend using as is.

#### How to use the attendance policy

- Replace any text in [brackets] with the requested information
- Comb through the attendance information and switch out/replace numbers/facts/policies with your own
- Add additional sections if needed



# **[Company Name] Attendance Policy**

Punctuality and attendance are essential to our company's daily functions and operations. As an employee of [Company Name], we expect our employees to work their scheduled shift hours and provide ample notice when they cannot. Failure to report to work hinders not only the daily operations of our business but also the level of quality service we provide to our customers.

## **Employee Schedules**

[Name of company] keeps working hours from [times] [workweek start day] through [workweek end day]. Hours can vary based on work location and job responsibilities. Your manager will provide you with your work schedule.

Schedules are pre-determined before hiring, but new hires are often provided options to choose their desired schedule. This option allows the employee to commit to what works best for their lives outside of work. The assigned shift will be provided on the Offer for Employment and should be followed unless approved or changed in writing by Human Resources.

Individual locations and departments may have varying shift structures based on the needs of the business, and employees should be flexible to changes. If schedules change, the employee will receive communication regarding the change within a minimum of two weeks.

## **Timekeeping**

All employees are expected to record their hours honestly and accurately on a daily basis. Based on a traditional work day, employees should have four punches:

- Start of Shift
- Lunch Out
- Lunch In
- End of Shift

These punches will vary based on employee type (hourly, salary, part-time, or contractor).

Employees are encouraged to review their hours weekly to ensure minimal errors before payroll. If errors are found, employees should communicate with their direct leader to submit a correction on their behalf before the next payroll.

## **Absences**

All employees are expected to report to work and be productive during their work schedule. However, [Company Name] understands that circumstances may occur when employees cannot report to work that day.

If there are any reasons that employees plan to report late for their shift or are unable to report for their entire shift, they are expected to use the call-out line and alert their manager as soon as possible with a minimum of notice of three hours prior to the start of the shift.

Failure to alert leadership and follow the call-out process will result in disciplinary action. Please be aware that unsatisfactory attendance on a regular and consistent basis may also result in disciplinary action, up to and including termination.

Failure to inform the leadership of a planned absence will be considered a "No Call/No Show" unexcused absence.

## **Excused Absence**

An excused absence occurs when an employee uses paid time off (PTO) that was previously scheduled and approved by the employee's manager.

## **Unexcused Absence**

An unexcused absence occurs when an employee is absent from work and has not notified their manager before their scheduled shift begins.

# Attendance Point System & Disciplinary Actions

Our point-based system for attendance is as follows:

- Unplanned Absence: 3 points
- Tardiness (more than 10 minutes late): 1 point
- Early Departure (more than 10 minutes early): 1 point
- No Call/No Show: 5 points

Points will accumulate over a rolling 12-month period. If you reach certain point thresholds, you will be subject to the following disciplinary actions:

**3 Points: Verbal Warning:** The first level of disciplinary action is a verbal warning. Your supervisor will meet with you to discuss the issue, your attendance record, and the importance of punctuality and regular attendance. This is a constructive conversation aimed at addressing and improving the situation.

**5 Points: Written Warning:** Should attendance issues persist, you will receive a formal written warning. This warning will detail your attendance infractions, reference the initial verbal warning, and outline the potential consequences of further infractions. This written warning will be placed in your personnel file.

**7 Points: Suspension:** Further infractions after the written warning will result in a suspension. The length of the suspension will be determined by your supervisor and HR, taking into account the severity and frequency of the infractions. This is a more severe measure indicating the critical nature of the situation. A formal meeting will be held with you, your supervisor, and HR to discuss the issue, and a record of this meeting and the suspension will be placed in your personnel file.

**10 Points: Termination of Employment:** If attendance does not improve after all the above steps, termination of employment may be the result. This is the final and most serious step, taken only when all other attempts to correct the attendance issue have failed. The termination will be documented, and a final meeting will be held with you, your supervisor, and HR.

## **Disciplinary Action**

These disciplinary actions aim to be corrective rather than punitive, and supervisors and HR are always available for guidance and support. Note that points will reset after a rolling 12-month period of no new infractions.

Violations of this Attendance Policy will result in varying levels of disciplinary action based on the number of offenses. The progression of disciplinary action will be as follows:

- Verbal Warning
- Written Warning
- Suspension
- Termination of Employment

### **Verbal Warning**

A first offense will result in a verbal warning from the employee's manager, reminding the employee of the Attendance Policy and further consequences if the behavior continues.

### **Written Warning**

Violating the policy for a second time will result in a formal written warning for the employee. This written warning will remind the employee of the Attendance Policy and further consequences if the behavior escalates. This written warning will go into the employee's file with Human Resources.

In addition, the employee will receive a formal Performance Improvement Plan (PIP), informing the employee of steps to correct this behavior within 30 days. A meeting will then be scheduled to discuss how the employee is conducting themselves in accordance with the Performance Improvement Plan.

### **Suspension**

A third violation will result in employee suspension. The period of time for which the employee is suspended from work will depend on the severity of their violation. The employee may be suspended with or without pay based upon the frequency and severity of their violation, per federal and state laws.

This final written warning will go into the employee's file with Human Resources. The employee will be terminated if this behavior is not corrected within 30 days.

### **Termination of Employment**

If the employee cannot correct their behavior after multiple violations and three warnings, the employee will be terminated upon the fourth violation of the Attendance Policy.

### **Job Abandonment**

If the employee fails to report to work for three consecutive days, the organization will conduct a wellness check on the employee and their emergency contact (listed on their employee file).

If the organization is unable to reach the employee or emergency contact, an email will be sent to the employee's personal email. The email will alert the employee that termination is pending if there is no communication within the next 24 hours. After those allotted 24 hours, the employee will be considered to have resigned due to "Job Abandonment." A separation notice will be sent to the employee, via email, within 72 hours of separation.

### **Employee Acknowledgement**

I acknowledge that I have read and understand the [Company Name] Attendance Policy. By signing this document, I confirm my knowledge, acceptance, and agreement to comply with the Attendance Policy.

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Employee's Name (Printed)

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Employee's Signature

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Date