

# Absenteeism And Tardiness

## Attendance Rules.

- ☐ If you cannot avoid being late or absent, notify Manager On Duty at least 2 hours prior to start of shift.
- ☐ You are expected to know, and work the hours you are scheduled unless prior arrangements are made with Management.
- ☐ Approved paid or unpaid absences/leave, will not count as an unexcused absence under this policy.
- ☐ Excessive, unauthorized or repeated absenteeism or tardiness from work will not be permitted or tolerated.
- ☐ You must provide documentation for an absence such as a doctors note upon the request of management.
- ☐ No calls/no shows will result in corrective action. 2 occurrences will be considered job abandonment/voluntary quit.
- ☐ Associates are expected to schedule medical and personal appointments outside of their work hours, whenever possible.
- ☐ Please sign below to acknowledge that you have read and understand the information given about the company's Absenteeism and Tardiness Policy
- ☐ Failure to follow any of these rules may result in corrective action, up to and including employment termination.

