



#### Tardiness/Early Departures:

Tardiness is defined as any time that you arrive late at your workstation and are not ready to begin work at the start of your shift. Associates are expected to be properly attired and in their work area and ready for work by their requested start time and depart at their scheduled shift end time. Staff should not report to work prior to their scheduled starting time unless otherwise requested.

Associates who are going to be unavoidably detained are expected to call the office and make their supervisor or a member of management aware of the situation as soon as possible prior to the start of their scheduled time. An instance of tardiness or early departure will count as a partial (0.5) occurrence.

#### Absenteeism:

Absenteeism is defined as any time you are scheduled to work and are unable to report. This does not include scheduled PTO, time off for holidays, bereavement leave, jury duty, FMLA leave, or company initiated time off. In general, an unscheduled absence is counted as a 1.0 occurrence for corrective action purposes. Unscheduled absences of a partial day will be counted as a 0.5 occurrence if an associate works over 50% of their scheduled shift. An associate who is absent excessively may be subject to corrective action up to and including discharge. Excessive absenteeism is considered to be 5.0 or more unscheduled absences in a twelve month rolling period.

#### Occurrences:

Occurrences of unscheduled absences and occurrences of tardiness will be combined and excessive occurrences will be subject to the corrective action procedure. An associate will receive a verbal warning, level 1 written warning, level 2 written warning and or termination based on the number of occurrences accumulated within a rolling 12 month period.

#### Patterns:

Chronic patterns of absenteeism and/or tardiness, regardless of the guidelines, may result in the next step in the corrective action process. Absenteeism/tardiness on weekends, in conjunction with weekends or a holiday, other scheduled days off, right after an occurrence has been dropped from an associates record or that occur on the same day/time or are similar in nature and appear to recur in some regular fashion are considered patterns and will be reviewed on an individual basis.

#### Corrective Action Process:

It is the responsibility of the associate's supervisor to monitor and maintain a record of the attendance of staff. If an associate has an attendance problem (i.e. excessive tardies, early departures, full day

absences, or a combination of both), the problem should be discussed with the associate as soon as it is noted. Associates are subject to corrective action for excessive unscheduled occurrences of absenteeism. Failure to demonstrate acceptable attendance at work will be managed according to the following guidelines.

Corrective Action Steps:

(Late arrival, Early Departure, Full-Day Absences Combined)

Step Occurrence Number

Verbal Counseling	4.0-5.0
Level 1 Written	5.0-7.0
Level 2 Written	7.0-9.0
Termination	Additional absences past level 2

In circumstances where excessive, unscheduled absences exist and where no sustained improvement is maintained following the issuance of corrective action, the associate may be moved through the subsequent steps of the above guideline at an accelerated rate. The same applies for patterns of excessive absences or lateness such as taking unscheduled time off consistently on Mondays and Fridays, around holidays, on paydays, or before or after scheduled vacations.