Attendance Points Policy

Replace bracketed items with your own values and have employment counsel review the policy against the federal, state and local leave laws that apply to each of your locations before rollout.

1. PURPOSE AND SCOPE

[Company Name] schedules staff to meet customer demand, and every unplanned absence shifts work to coworkers and affects service. This policy explains how unplanned attendance is tracked and what happens when it becomes a problem. It applies to all non-exempt hourly employees at [Site / All sites], including employees in training and nesting. Exempt employees and employees covered by a collective bargaining agreement follow [the applicable policy or agreement].

2. HOW TO REPORT AN ABSENCE OR LATE ARRIVAL

Report any absence or expected late arrival at least [2] hours before your scheduled start by [calling the attendance line at (Phone) / using the scheduling app / messaging your supervisor]. Text messages to coworkers do not count. Give your name, employee ID, the shift affected and, if you expect to return late, your expected arrival time. If you cannot report yourself because of an emergency, a family member may report for you.

3. POINTS SCHEDULE

Tardy (clocking in 1 to [59] minutes after scheduled start, or returning late from a meal break): [0.5] point
Leaving early (leaving more than [1] hour before scheduled end without approval): [0.5] point
Absence, reported on time (each scheduled shift missed): [1] point
Consecutive absence days for the same illness or reason, reported each day: counted as [1] occurrence, up to [3] days
Absence reported late (less than [2] hours before shift): [1.5] points
No-call no-show (absent without reporting before the end of the scheduled shift): [3] points
Two consecutive scheduled shifts of no-call no-show: treated as voluntary resignation (job abandonment)

4. ABSENCES THAT DO NOT RECEIVE POINTS

The following are never counted under this policy: approved paid time off or vacation; leave protected under the Family and Medical Leave Act or a state family or medical leave law; time off approved as a reasonable accommodation under the Americans with Disabilities Act, the Pregnant Workers Fairness Act or state law; paid sick leave protected under state or local law; work-related injury or illness covered by workers' compensation; jury duty, witness duty and voting time where protected; military leave under USERRA; bereavement leave under [Company Name] policy; domestic violence, crime victim or other leave protected by state or local law; absences caused by company-cancelled shifts or a site closure; and any time off approved in advance by your manager. If you believe an absence qualifies for any of these, tell HR. Points will be removed once the leave is confirmed.

5. ROLLING PERIOD

Each point stays on your record for [12] rolling months from the date it was given and then drops off automatically. [Optional: Employees with [90] consecutive days of perfect attendance have [1] point

removed.]

6. DISCIPLINE THRESHOLDS

[4] points: documented verbal warning
[6] points: written warning
[8] points: final written warning
[10] points: termination of employment
Employees in their first [90] days, including training: [3] points result in a final written warning and [5] points in termination.
Supervisors will notify you in writing each time you reach a threshold and will tell you your current total on request.

7. RECORDS AND QUESTIONS

Attendance is recorded from the timekeeping system. You can view your point total in [system] or ask your supervisor. If you think a point was recorded in error, raise it with your supervisor or HR within [14] days. [Company Name] will not retaliate against anyone for using protected leave, requesting an accommodation or questioning an attendance record.

8. ACKNOWLEDGEMENT

I have received and read the Attendance Points Policy and understand how points are given, how they expire and what happens at each threshold.

Employee name: _____
Employee signature: _____ Date: _____
Supervisor signature: _____ Date: _____