

	INCIDENT	A	B	C	D
1	Tardiness Tardiness occurs when an employee arrives late for the work shift or from returning from the one hour non-compensable meal period or the short compensable 15 minute "coffee" breaks.		X		
2	NCNS / AWOL In the event that an employee will be absent on any given day, it is a requirement to inform the Immediate Supervisor and or Manager for each instance of absence 2 hours prior to the start of the shift.				
	a. (1) One day of No Call, No Show (NCNS) thus, making the absence as unauthorized absence for the day.			X	
	b. (2) Two consecutive days in a month of No Call, No Show (NCNS) thus, making the absence as unauthorized absence for the days.				X
3	Unauthorized Under time (not completing one's shift and without permission)		X		
4	Unscheduled absence: Failure to update his immediate supervisor or designated point person to advice a valid sick or emergency leave, at least 1 hour before the start of his official schedule.	X			
5	Malingering While on duty, habitually leaving work assignment or work areas without permission from his immediate superior.	X			

	INCIDENT	A	B	C	D
6	<p>Critical Work Day</p> <p>A work day where attendance is a must where absence to be approved must be supported by valid documents as reviewed by Management. Being absent without official leave during a Critical Work Day.</p>			X	
7	<p>Failure to comply with the scheduled break without justifiable reason</p>	X			
8	<p>Failure, refusal or ignoring to submit necessary documentary proof of absence within a reasonable period upon the employee's return to work. (i.e. sick leave, submit upon return, bereavement leave - upon availability of death certificate), to name a few.</p>			X	