

# ABBY ROAD

## Attendance Policy

### Hourly Employees

#### Objective:

You are hired to perform an important function at Abby Road. As with any team effort, it takes cooperation and commitment from everyone to operate effectively. Regular attendance and punctuality are important to maintain high levels of productivity and achieve company and department goals. However, we recognize that employees occasionally become ill, need to miss work, or are unavoidably late. The purpose of this policy is to set expectations for attendance and to ensure productivity while allowing employees the flexibility to manage unavoidable/ unscheduled absences.

Reason For Absence	Point
Call In	1
No Call No Show	2
Late In/Early Out (15 min- 2 hrs)	1/2

#### Point Values for Unscheduled Absences:

##### 1 point

- Each absence of two (2) or more hours during an employee's scheduled shift, including but not limited to overtime, entire shift, tardy or early departure.

##### 2 points

- Failure to notify the Company of absence (No call no show).

##### ½ point

- Each absence of less than two (2) hours during an associate's scheduled shift, including but not limited to overtime, tardy or early departure.
- Returning late from lunch break, rest periods, etc. (5-minute grace period). Department heads are authorized to approve schedule changes for the purposes of early/late clock ins and outs.

#### Point Accumulation:

Points remain on an employee's record for a 6-month period. Employee's point accumulation at any given time equals the number of attendance points accumulated within the past 6 months.

#### Discipline for Accumulated points:

An unexcused absence counts as one occurrence for the purposes of discipline under this policy.

- o Single day absences equal one (1) occurrence.
- o An absence of multiple consecutive days due to the same illness or injury up to 3 days will be counted as one (1) occurrence for purposes of this policy.

Point (s) Received	Disciplinary
1 point	Documented Verbal Warning
2 points	Written Warning
3 points	2 <sup>nd</sup> Written warning-PIP (Performance Improvement Plan)
4 points	Final Written Warning
5 points	Termination

**\*\*Employees in their initial 90-day probationary period will be terminated after accumulating 3 points.**

#### **Exceptions:**

Absences due to approved vacation (PTO), pre-arranged absences, doctor's statements, paid holidays, jury duty, bereavement leave, injuries, military leave, childbirth, a car accident, medical appointment, lack of work, and lay-off will not receive attendance points. PTO requests must be made consistent with Abby Road's PTO policy.

Employees must provide documentation to prove the reason for the absence. Providing falsified documentation to excuse an absence will result in immediate disciplinary action up to and including termination.

#### **Chronic Absence or Tardiness:**

Employees receiving corrective action under this policy are expected to improve their attendance and punctuality. Failure to improve and sustain improvement may result in the employee's receiving additional correction, up to and including termination.

#### **Interaction with Leave Laws:**

Employees taking leave under the Family and Medical Leave Act, the Americans with

Disabilities Act or other state or federal protected leave are expected to provide notice of absences in accordance with company policy. Failure to provide notice absent extenuating circumstances may result in disciplinary action as described above.

Employees who are approved for disability insurance payments will not receive attendance points for the approved disability period.

Abby Road reserves the right to discipline employees in its sole discretion with use of any disciplinary step deemed appropriate, regardless of previous disciplinary action. Abby Road reserves the right to determine whether an absence that does not fall within the listed exceptions is excused.