

CIS INTERNATIONAL

HOLDINGS

The Point System - Punctuality   
and Attendance

**POLICY**

1. All managers and supervisors must use the Point System and apply it consistently with all non-exempt team members.
2. All attendance points are tracked on a rolling twelve-month period beginning with the date that the most recent point was earned.
   1. Example: If a team member earned a Point on January 10, 2004, his/her Point total would reflect any Points earned from January 10, 2003 through January 10, 2004.
3. Team members are to accurately record all time that they actually work. Team members are not to punch in/card/time stamp more than five (5) minutes prior to the start of their scheduled shift without prior approval from management.
4. Any shift that is voluntarily accepted by the team member will be considered a scheduled shift from the point of acceptance and will be subject to all rules within the Point system.
5. All team members who are late or absent must personally call the designated call off line or Manager on Duty (MOD) if no call off line is available, unless they are incapacitated as determined by a doctor. Team members may not use text messaging or email as a method of reporting an absence or tardiness.
6. Possession of a doctor’s note relating to an absence may not excuse the absence and the absence may still result in Points earned.
7. Team members who have a No Call/No Show for three consecutive days will be considered a voluntary resignation, which will result in a voluntary separation from employment.
8. Team members should not clock in until they are ready for work. Team members should not clock in until they put their personal belongings away, use the restroom, etc.
9. All team members are expected to be at their assigned workstation and prepared to work with the appropriate tools (equipment, badges, etc) at the beginning of the scheduled shift. Team members not at their assigned workstation at the beginning of their shift may receive disciplinary action.
10. As points are earned, team members will receive the Point Communication Form from his/her manager.
11. The team member is responsible for reviewing the Point Communication Form for accuracy.

**Late**

* A team member who reports to work more than five (5) minutes.
* A team member who reports to work between five minutes and the first two hours of their shift. Reporting to work after two hours will be considered an unexcused absence.

**Failure to Complete A Shift / Leave Early**

Team member leaves more than five (5) minutes prior to the end of the scheduled shift, without manager approval.

Leaving early without manager approval is either classified as an Early Out or a Very Early Out.

* When a team member has 4.0 hours or less remaining in their shift when they leave, it is an “Early Out”.
* When a team member has more than 4.0 hours remaining in their shift when they leave, it is considered a “Very Early Out”.

**Unexcused Absence**

* Team member notifies the call offline or supervisor, if call offline is not available, before the start of the scheduled shift.
* An absence of more than one consecutive day that pertains to the same illness may be considered one absence, if the team member contacts the call offline or MOD each day they are absent. Management reserves the right to request documentation from a treating doctor indicating that absences are due to the same illness.
* Any shift that is missed because of denied PTO/Personal Time Off request.

**No Call / No Show**

* Team member calls the call off line or notifies his/her immediate supervisor after the start of the shift.
* Team member calls the call off line or the MOD to report they will be late for the scheduled shift, and then fails to report to work.
* Team member does not call or report to work.

**Incident**

* Accumulates points resulting from call out, no call/no show, tardy, and leave early

**Tracking Points**

Team members will earn points for attendance incidents as follows. A maximum of four points can be earned for any single violation.

|  |  |
| --- | --- |
| Reason for Absence | Points |
| Pre-approved time off (i.e., PTO) | 0 |
| Late (More than 5 minutes after the start of scheduled shift) | 1 |
| Early Out (4.0 hours or less remaining in the scheduled shift) | 1 |
| Very Early Out (More than 4.0 hours remaining in scheduled shift) | 2 |
| Unexcused Absence | 2 |
| No Call/No Show | 4 |

**Recommended Disciplinary Action**

**Team members Employed 90 Days or Less**

Team members employed/rehired for 90 days or less shall receive the following documentation in accordance with his/her point total:

|  |  |
| --- | --- |
| Points Used | Points Documentation |
| 8 | Team member receives and acknowledges the Point Communication Form |
| 1st occurrence past 8 | Separation |

**Team members Employed 91 Days or More**

Team members employed 91 days or more shall receive the following documentation in accordance with his/her point total during a rolling twelve-month period:

|  |  |
| --- | --- |
| Points Used | Points Documentation |
| 11 | Team member receives and acknowledges the Point Communication Form |
| 22 | Team member receives and acknowledges Final Point Communication Form |
| 1st occurrence past 22 | Separation |

**Perfect Attendance**

* Team members who do not use any points within a calendar quarter will have one point subtracted from existing balance.
* Team members who maintain a zero balance during the calendar quarter will receive a $50 incentive.
* Team members on an unpaid, approved leave of absence (i.e. FMLA, Personal, Work related injury or Jury Duty) of more than 10 days during the calendar quarter will not be eligible for an attendance award of any kind during that quarter. However, team members who use PTO during some or all of the approved leave will still be eligible.
* Points Dispute Process Team member will have up to one week from the date of issuance of the Point Communication Form to dispute the points and/or provide supporting documentation.
* The Supervisor will notify the team member of the outcome of the points dispute review.

**Other Absences That Will Not Earn Points**

1. Team members who are absent in order to attend to the illness of a child, parent, spouse, or domestic team member who use available paid time off (PTO) to cover these absences will not   
   need to use points for those absences. The term parent means a biological, foster or   
   adoptive parent; a stepparent; or a legal guardian. Mother-in-laws, father-in-laws, and   
   grandparents are not considered parents. The term “child” means a biological, foster or   
   adopted child, a stepchild, a legal ward, a child of a domestic team member or a person standing   
   in loco parentis. Team members who do not have or do not elect to use available PTO to cover   
   the absence will be subject to the rules and conditions of the Point system, as outlined   
   above. Management does reserve the right to request medical documentation to support   
   an absence as necessary.
2. Team members that are victims of sexual assault or domestic violence will not earn points for absences relating to these crimes, such as seeking medical care, court hearings, to file for a temporary restraining order, attend crisis counseling or to arrange for safety protection. Team members must provide reasonable advance notice of the intention to take time off for any of the above-mentioned purposes, unless notice is not feasible. Upon request, team members must also provide documentation supporting the absence(s).
3. Team members that are parents or legal guardians may take up to forty (40) hours a year, not to exceed eight (8) hours in a calendar month, to attend to activities of a school (grades Kindergarten through 12th grade) or licensed day care facility for their child without earning points for those absences. Team members must provide reasonable notice for the planned absence. The team member will use PTO for the purposes of the planned absence or if
4. PTO is not available, the team member will take time off without pay. Upon request, the team member will provide documentation from the school or licensed day care facility as proof that he or she participated in school or licensed child day care activities on a specific day and time.
5. All requests for reasonable accommodation in accordance with Americans with Disabilities Act (ADA) will be considered and if granted, will not earn points.
6. Discrepancies caused by a documented or verified clock or timekeeping malfunction will not result in points.
7. Team members on an approved Leave of Absence (i.e. FMLA, Workers Compensation, Medical, Personal, Military, and Student) or a previously approved absence will not earn points.
8. In times of inclement weather, management reserves the right to waive points or adjust point balances.

Questions should be directed to your Human Resources Manager .