

Employee Work Schedule

Attendance Policy

High Five Media maintains office hours Monday through Friday, 8 a.m. until 5:30 p.m. Standard working hours are 8:00 a.m. until 5:00 p.m. but may vary depending on work location and job responsibilities. Supervisors will provide full-time and part-time employees with their intended regular working hours. Should an employee have any questions or need to make changes to their regular work schedule, the employee should contact their supervisor in advance.

Except for an off-site client meeting or project, High Five Media requests all work to be done from the High Five Media office. On rare occasions, with supervisor or company partner prior approval, an employee may be allowed to work from home.

Lunch Break

Each employee is allotted up to one hour for lunch. A minimum 30-minute clocked-out lunch break is required each day.

Late Arrival, Absence, Tardiness

Employees who will be late to or absent from work should notify their supervisor in advance or as soon as practicable. Employees who need to leave early, for illness or otherwise, should inform their supervisor before departure.

Employees are expected to arrive on time and ready for work. The company recognizes that situations arise which hinder punctuality; regardless, multiple cases of tardiness could result in disciplinary action.

Consult the Human Resources Manager for clarity regarding your individual qualifications, limitations, and use of any High Five policy or benefit. All policies and benefits are subject to change with or without notice at High Five's discretion.