**NEW – 2016 ATTENDANCE POLICY**

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| **CUMULATIVE WORK HOURS** | **OR** | **NUMBER OF INCIDENTS** | **ACTIONS:** |
| 12 Hours |  | 3 | Coaching (documented) - New Required Step |
| 20 Hours |  | 6 | Verbal Warning |
| 36 Hours |  | 12 | Written Warning |
| 48 Hours |  | 14 | Final Written Warning |
| 56+ Hours |  | 17+ | Termination of Employment |