



## **Attendance Policy**

**Purpose:** Acceptable attendance for all teammates is key in operating our business in the most efficient and proper way. Therefore, this policy is to establish a consistent process and outline clear expectations and related consequences regarding teammates' work attendance.

### **Description & Procedure:**

Teammates are expected to be in attendance at work for each scheduled shift. Teammates are also expected to notify their supervisor as soon as possible in the event of an absence or tardiness.

#### **Scheduled Shift:**

The normal schedule is either Monday – Friday, 7am – 3:30pm or Monday – Thursday, 7am – 5:30pm where approved. This may change from time to time by management based on short-term or long-term factors such as weather, season, or other factors. Any change will be communicated in advance.

#### **Planned time off:**

In the event a teammate has a planned absence, such as a vacation or known appointment, the expectation is that teammates will submit a request for time off at least **three (3) days in advance**. Teammates must receive formal approval for this to be an excused absence.

**\*\*If you do not receive formal approval, this is NOT an excused absence.**

#### **Unplanned time off:**

In the event a teammate needs to be absent due to illness or similar unplanned event, the expectation is that teammates will notify management no later than 6:00 a.m. on the day of the absence AND provide an estimated date of return.

**\*\*Unless there is clear communication of a multi-day absence, teammates are required to notify management **each day** they will be absent.**

**\*ALL absences – planned OR unplanned – MUST be communicated to management.**

#### **Tardiness / Early departure:**

In the event a teammate will be late to arrive to work or leave early for the day for any reason, they should notify management as soon as possible. Start times may vary depending on time of year, but 1 minute past the posted start time is considered tardy.

### (Attendance policy – cont'd)

#### **OCCURENCES & POINTS:**

For violations of this policy, CMS is implementing a points system based on occurrences relative to violations of this policy. Occurrences are defined as unplanned events where points will be assigned for call-outs, no shows or tardiness.

In order to hold everyone accountable for their attendance in the same manner, teammates will be issued points for unplanned events. In an effort to consistently apply penalties for poor attendance, the following system is established:

- If a teammate has an unplanned absence but notifies management prior to 6am as outlined above, they will be issued one (1) point.
- If a teammate has an unplanned absence and notifies management AFTER the 6am required cutoff time, they will be issued two (2) points.
- If a teammate has an unplanned absence and DOES NOT notify management (“no call / no show”), they will be issued three (3) points.
- If a teammate is tardy or leaves work early, they will be issued one-half (½) point.

Teammates that accumulate the following point totals in any rolling 6-month period will be subject to disciplinary action:

- 5 points will be issued a verbal warning
- 8 points will be issued a written warning
- 10 points may result in termination.
  - o Any exceptions to this will be at the sole discretion of Management.
- \*Any teammate that has two (2) no call / no show events in any 30 day period, or three (3) no call / no show events in a 90 day period may be terminated immediately.

**\*\*Because attendance is so important to our daily operations, any performance compensation paid by the company WILL be reduced or eliminated based on the teammates' attendance records.**

\*Policy Effective Date(s):

5/1/2023

6/1/2024

2/1/2025