

LLPS, INC. ATTENDANCE POLICY

2020/2021

Excused Absences:

1. Management must be notified at least **one (1) week prior** to the absence. (Schedule change form **must** be placed in the **Time Off Request folder**.)
2. Management must approve and sign the schedule change form.
3. No more than 24 hours of approved (accumulated) time off in a rolling six (6) month period. Final determinations will be evaluated on a case by case basis.
4. No more than one week (5 days) of scheduled, unpaid vacation time per calendar year.

Excused Absence with Explanation:

Loss/Bereavement- appropriate time off will be granted for immediate family at management discretion. Immediate family includes: Grandparent, Parent/Guardian, Sibling, Child.

Unexcused Absences:

1. Defined as absences that are not scheduled one week in advance.
2. No more than 8 points allowed in a rolling three (3) month period.

Any employee that reaches these points will be suspended or terminated.

First offense - written warning

Second offense – probation (until point qualifications are again met)

Third offense – suspension (1 week)

Points for Unexcused Absences:

No Call / No Show (failure to call 30 minutes prior to start of shift) – 3 points

-Two (2) NC/NS is considered job abandonment.

Call Off (30 minutes prior to start of shift) – 2 points

Leave Early (at or after lunch) – 1 points

Late (arrival, breaks, or lunch) – 0.5 points

Sent Home (violating policies) – 3 points

If you call off on payday your check will be available at the end of the next day that you are present for work.

Suspension for Attendance:

If you are suspended, you are allowed **ZERO (0)** points for the following **10 days** after returning from suspension. If you have **any** more attendance infractions in the remainder of the rolling three (3) month period your employment will be terminated. You will not be suspended more than one time. If you have been suspended once, and you reach the disciplinary level of suspension again you will be terminated instead.

If you are out consecutive days with the same illness/death in the family and have documentation from your doctor's office or funeral service, we will view this as one (1) attendance infraction.