

## **6.01 Attendance**

### Policy:

It is the policy of Licking/Knox Goodwill Industries, Inc. to establish and maintain reasonable attendance standards and expectations for all employees.

### Procedure:

#### General

All employees are expected to report to work by their scheduled time and to notify their supervisor in advance of any anticipated tardiness or absence. Employees are required to complete a Leave Request Form and to attach other applicable documents to request absence from work. The CEO/President, Director of Human Resources, or supervisor shall have the authority to approve or disapprove a Leave Request Form and maintains the right to investigate any absence from work. Unexpected absences/tardiness shall be reported at least one-half hour before and within one-half hour after the start of the employee's scheduled shift. Contract site employees are expected to refer to their site's fact sheet for proper call-off procedures.

All employees are required to register their daily arrival and departure times, lunch period, or other time away from their assigned work using an official sign-in sheet, time card or time clock. Each employee must register his/her own time. Any employee found to be fraudulently registering his or her own or another employee's time will be subject to disciplinary action.

A 96% attendance standard is required of all employees. Attendance performance is calculated over a rolling, twelve (12) month period; introductory attendance performance will be carried forward. Managers/supervisors are responsible for tracking their employee's attendance and the Office Manager shall maintain an official record of attendance. Any employee who drops below the 96% attendance standard (FMLA absences excluded) will immediately receive disciplinary action. Suspension shall never be used as a disciplinary action. Termination due to violation of the attendance standard must be approved by the area manager/supervisor, the Director of Human Resources, or the CEO/President. The employee's department director, the Director of Human Resources, or the CEO/President may dismiss or alter disciplinary procedures due to extenuating circumstances.

Approved down-time and early dismissal due to severe weather, cancelled work, facility closure, etc. shall be considered as unscheduled time and will not affect the employee's attendance record.

### Tardiness

Disciplinary actions for tardiness are as follows:

- First occurrence-employee will be reminded of attendance standards
- Second occurrence within a calendar month-Verbal warning
- Fourth tardiness within six months-Written warning
- Sixth tardiness within six months-Termination

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Pay will be docked in fifteen (15) minute intervals for any employee tardy over seven (7) minutes. Tardiness includes reporting back to work late from lunch or break.

Introductory Period Attendance

In addition to the above, employees who are within their 90-day introductory period are further subject to the following rules:

During the 90-day introductory period, employees having three of the following “occurrences” will be terminated:

- Arriving to work tardy, leaving work early or returning tardy after break or lunch
- Any absence
- Failure to adhere to call-off procedures found in the contract work site’s fact sheet

Pre-hire agreements for planned absences will not be counted as an occurrence.

**Any introductory-period employee who fails to appear for work without advance notification to his/her supervisor or proper administrative staff shall be immediately terminated.** (Failure to properly report off work due to an emergency situation may be excused at the supervisor’s discretion.)