



Chimes International
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Attendance Policy Chimes

Objective

The purpose of this policy is to set forth Chimes' policy and procedures for handling employee absences and lateness to promote the efficient operation of the company and minimize unscheduled absences.

Policy

Punctual and regular attendance is an essential responsibility of each employee at Chimes. Employees are expected to report to work on time, as scheduled, and prepared to start work. Employees also are expected to remain at work for their entire work schedule. Late arrival, early departure or other absences from scheduled hours are disruptive and must be avoided. This policy does not apply to absences covered by the Family and Medical Leave Act (FMLA) or leave provided as a reasonable accommodation under the Americans with Disabilities Act (ADA). These exceptions are described in separate policies.

Employee Absence

Employee absence is defined as the failure to report to work as scheduled. If an employee cannot report to work as scheduled, they must notify their supervisor as soon as possible, but no later than one hour prior to the start of the scheduled shift.

There are two types of absences defined below:

Excused: A request for any unplanned change in the schedule is made and approved within a minimum of forty-eight (48) hours in advance of the requested date and/or time change.

Unexcused: When any of the above conditions are not met.

Employees with three or more consecutive days of unexcused absences because of illness or injury must give Chimes proof of physician's care and a release prior to returning to work.

Employees must take earned PTO for every absence unless otherwise allowed by company policy (e.g., bereavement, jury duty,). Please note that planned PTO requests are to be submitted two weeks in advance. This policy does not apply to any legally required absences per the employee handbook.

Lateness and Early Departures

Lateness is defined as reporting for work more than seven (7) minutes past the scheduled start time.

Early departure is defined as the failure to work the entire shift as scheduled.

If an employee will not arrive to work as scheduled, they must notify their supervisor as soon as possible.

Early departure is not permitted without advising a supervisor first.

Job Abandonment

Any employee who fails to report to work for a period of three consecutive shifts or more without notifying their supervisor will be considered to have abandoned the job and voluntarily terminated the employment relationship. The employee will not be eligible for re-hire.

Disciplinary Action

An employee's attendance is measured over a rolling calendar year starting from the date of the first occurrence. Attendance occurrences are removed/expire from the employee record one year from the date of the occurrence.

Number of occurrences in a 12-month period:

Three occurrences	3	First Notice
Six occurrences	6	Second Notice
Nine occurrences	9	Final Notice
Ten occurrences	10	Termination

Please sign below indicating that you have read and received a copy of this policy. If you have questions or need assistance, please contact your supervisor or Human Resources.

Print Name

Date

Signature