



## **ATTENDANCE MANAGEMENT POLICY**

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### **INTENT**

The greatest resource of BBK Consulting, Inc. (the Company) is its employees because it is through them that services are delivered and improved. Establishing and maintaining good attendance allows teams to meet goals and productivity, in addition to demonstrating reliability. Reliability earns the respect of fellow employees as well as the employer, and it seeps into other aspects of the person's life, such as character building.

BBK Consulting, Inc. expects all employees to report to work on a timely basis at their established start time. Employee's daily, on-time attendance is critical to BBK Consulting, Inc.'s efficient operation of business. Proper attendance is also imperative in order to provide excellent service to customers. Employees are not permitted to bring family members (children, spouses, siblings etc.) to work unless pre-approved by your manager as it disrupts business needs, may impact our ability to service customers, perform duties efficiently and poses a safety risk. Punctuality helps promote an environment of teamwork and employees must make every effort to report to work on time every day. Excessive tardiness and unscheduled absences are disruptive to the business and will result in progressive disciplinary action up to and including termination.

BBK Consulting, Inc. provides its employees with vacation time to be used throughout the year. Vacation time must be scheduled with one's manager/supervisor, as much in advance, as feasibly possible, as outlined in the BBK Consulting Inc.'s Employee Handbook.

This Attendance Management Policy details how absences, tardiness, early departures, and no call/no shows are addressed in order to maintain BBK Consulting, Inc.'s commitment to providing superior customer service to its customers. A point system has been developed to establish clear expectations and ensure the Attendance Management Policy is being implemented consistently across all departments.

### **PROBATION**

Employees who are on probation may be exempt from disciplinary steps as written in this policy and subject to termination of employment with cause.

### **ABSENCES AND TARDINESS**

Pre-scheduled times away from work using vacation days, when available, are not considered occurrences for the purpose of this policy. However, all unpaid vacation time or "PTO" will result in an occurrence as outlined in this policy. All employees must report any sick time away or late arrivals to their manager one hour minimum before their shift starts. Failing to do so will be considered an occurrence.

### **EMPLOYEE'S SCHEDULE**

Arrival and departure times will be determined by the demands of the business and/or your manager.

### **OCCURENCES**

Occurrences are counted in a rolling six-month period. Each occurrence will expire six (6) months from the date of the incident. Details about what may occur if an employee does not call and fails to report to work (a "no call/no show") is set out in greater detail below.

Occurrences will begin to accrue only once all paid sick time has been exhausted. In cases when paid sick time is not available for the absence in its entirety, the absence will be counted as one (1) occurrence.

## ATTENDANCE GUIDELINES

- Three (3) occurrences (absences and punctuality combined) in any six (6) month period will be the basis for a verbal coaching discussion between the employee and direct supervisor.
- Four (4) occurrences (absences and punctuality combined) in any six (6) month period will be the basis for further documented disciplinary action.
- Five (5) occurrences (absences and punctuality combined) in any six (6) month period will be the basis for further documented disciplinary action.
- Beyond a fifth occurrence (absences and punctuality combined) in any six (6) month period, may result in further documented disciplinary action up to and including termination of employment.
- If a request for time off has been denied and the employee should miss time during the request period, they will receive one (1) occurrence for each day missed.

3 <sup>rd</sup> occurrence total	Verbal coaching session documented to file
4 <sup>th</sup> occurrence total	1 <sup>st</sup> Written warning documented to file
5 <sup>th</sup> occurrence total	2 <sup>nd</sup> Written warning documented to file
Beyond the 5 <sup>th</sup> occurrence total	3 <sup>rd</sup> And final written corrective action up to and including termination of employment, documented to file

The purpose of the coaching session is to make the employee aware that they have been absent or tardy frequently enough to draw attention and to be certain that the employee understands this policy and how their attendance impacts BBK Consulting, Inc.'s ability to service our customers. The coaching session will be documented in the employee's personnel file.

## NO CALL/NO SHOW

Not reporting to work and not calling to report the absence is a no call/no show and is a serious matter. The first instance of a no call/no show may result in a final written warning. If the employee has already been counseled on excessive attendance/punctuality when a no call/no show occurs, the progressive disciplinary process may result in immediate termination of employment, at BBK Consulting, Inc.'s sole discretion.

Although occurrences will roll off an employee's record after six (6) months, habitual offending may result in corrective action and/or termination, even though the new period has started, if they continue to incur occurrences.

I have read the above requirements, or have had them read to me carefully. I understand all of its rules, policies, terms & conditions and agree to abide by them and any amendments that may be issued. I realize that failure to do so may result in progressive disciplinary action up to and including termination.

\_\_\_\_\_  
Employee Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Managers Signature