Employee Attendance: Expansive Policy

Introduction

Regular attendance is important to the efficient operation of Employer's business. Employees must make every effort to be on time and come to work every day. Excessive tardiness or unscheduled absences can result in disciplinary action.

Notification procedure

Employees must call their supervisor if they are going to be absent without prior approval as close to the regular starting time as possible. Employees are expected to explain the reason for their absence and indicate the date they expect to return to work. Employees with poor attendance records can be asked to provide a doctor's certificate to justify an absence due to illness or injury. Any employee who does not report to work for three consecutive days and does not provide proper notification to Employer is considered to have resigned voluntarily.

Disciplinary measures

Supervisors counsel employees with attendance problems about the importance of regular attendance. The supervisor and employee must devise a plan for improved attendance. If the employee's attendance problems persist, more serious disciplinary steps - including warning letters, suspension, and discharge - will be taken. Generally, employees receive a warning letter after their fifth unscheduled absence or late arrival within six months. Subsequently, they can be issued a three-day suspension if they experience three more incidents in the next three months and are subject to discharge if they accumulate 10 unscheduled absences or late arrivals within a year.

However, supervisors can consider an employee's length of service, prior disciplinary record, patterns of absences (for example, Mondays and Fridays), and other aggravating or mitigating circumstances in deciding whether to alter or modify these disciplinary steps. Separate disciplinary penalties can apply if employees fail to notify supervisors when they will be absent or fail to provide a doctor's certificate when requested.

Family and Medical Leave

Employees who have a serious medical condition or who need time off to care for a family member with a serious medical condition or a newborn or newly adopted or foster child are eligible to use paid leave or request unpaid leave in accordance with the
Family and Medical Leave Act

Absences or instances of lateness covered by an employee's use of approved FMLA leave are not considered grounds for disciplinary action. For detailed information about the FMLA's requirements and procedures, contact the Human Resource Department.

Perfect Attendance Awards

To emphasize the importance it places on good attendance, Employer has adopted a program to reward employees with perfect attendance. All employees who have at least six months of service are eligible. A $20 gift certificate is awarded to each employee who maintains a perfect attendance record - that is, no unscheduled absences and no late arrivals - between January 1 and June 30 each year. An additional $20 gift certificate is awarded to employees who maintain a perfect attendance record between July 1 and December 31 each year. Employees who have perfect attendance records for two consecutive years receive an additional gift certificate for $100.

Example: A large durable goods manufacturer in the Northeast formally recognizes its hourly employees' perfect attendance by bestowing a "memento" for the first year of perfect attendance and crediting workers' with a "Perfect Attendance Day" for every year after the first that attendance is "perfect." Employees are eligible for a "Perfect Attendance Award" if they are at work every day that work is scheduled, report on time every day, and are at work for the entire scheduled day. The" Perfect Attendance Day" is chosen by the employee who earns it; the day off must be used during the calendar year in which it is awarded and all at one time. Any award day not used during the period from January 1 through December 31 cannot be "reimbursed." No more than five "Perfect Attendance" days off can be awarded to an employee.

An incentive plan to recognize or reward employees for a particular behavior or work activity is used by only 36 percent of 75 employers responding to a survey by Illinois-based Hubbartt & Associates, human resources management consultants specializing in personnel policies and employee compensation. Of the 27 firms that use an incentive plan, 70 percent (19 companies) offer cash rewards; 41 percent, non-cash awards (some companies use both cash and non-cash plans). Incentive plans, says Hubbartt, are "underutilized as a way to provide recognition or rewards to employees."

Asked what type of incentive plan is used, 52 percent of the respondents said they offer a discretionary year-end bonus; 22 percent, a length of service award; 15 percent, a performance award; 15 percent, a good attendance award; 7 percent, compensatory time off; and 4 percent, a recruiting referral bonus. Performance awards, notes Hubbartt, "offer the best potential for defining performance goals and setting rewards to motivate job performance."
Policy on Achievement Awards For Attendance

POL:33:351 (Small Southern Service Organization)

This program is designed to give recognition to full-time, nonexempt employees who have maintained perfect attendance throughout the year. This program will not be applicable for those who change status from nonexempt to exempt, and vice versa, during the year.

Based on consecutive years of perfect attendance, employees will be presented with Savings Bonds as follows:

First Year: $100  
Second Year: $150  
Third Year: $150  
Fourth Year: $250  
Fifth Year: $250  
Sixth Year: $300  
Seventh Year: $300  
Eight+ Years: $350

We hope this incentive will encourage our employees to strive for perfect attendance.

Achievement Awards For Attendance: Award Letter

POL:33:353 (Small Southern Service Organization)

Dear [Employee Name]:

You did it again! Seven years in a row of perfect attendance. I only wish [the Company] had more [Employee Name] as employees of our organization. Your perfect attendance and dedication to the job all contributed to your successful travel sales results for [Year]. We are all proud of you and your continued accomplishments.

Due to the success of our attendance program, I am pleased to present you with your U.S. Savings Bond, totaling $300, for your devoted service to [the Company]. I am also pleased to enclose a copy of our new incentive program for employees with perfect attendance. On behalf of the Officers and Directors of [the Company], I would like to congratulate you on a job well done.

Sincerely,

__________________________________