

# Attendance Corrective Action Guidelines

## Production Employees

Unplanned absences, tardies and leave earlies are considered under these guidelines. Absences under review for FML are tentatively designated as FML until final determination is received.

Corrective action steps will begin after an employee has exhausted the first 40 hours of PTO time. PTO time can include any time that is scheduled or unscheduled including tardies and leave earlies in increments of an hour.

### **Tardy/Leave Early:**

Employees will receive two (2) tardy/leave early 'freebies'. Meaning, the first two (2) occurrences will not count against an employee. Tardy is considered when an employee clocks in later than 5 -7 minutes before the start of their time. An employee is considered to have a leave early when they leave prior to the end of their shift without prior approval.

Supervisor will advise verbally and via follow up email when an employee is using their freebie.

### **Lunch Period:**

Violation of the meal period is a serious offence. All employees must take at least a 30-minute unpaid uninterrupted meal period. Corrective Action for lunch period violations may warrant escalation in the correction action steps.

### **Occurrence:**

An occurrence is each time the event occurred. If an employee was out for one day, that is one occurrence. If an employee was out for three (3) consecutive days, that is one occurrence. Each occurrence will supersede the previous occurrence and will carry their own 3-month duration.

### **Corrective Action Steps:**

*\*Not all situations are identical. Managers are to use consistent judgment and best practices when initiating corrective action steps.*

- First Occurrence – Verbal Warning
  - Verbal notification to employee with email follow up.
  - Occurrence is tracked for 3 months via the performance tracker.
- Second Occurrence – Second Verbal Warning
  - Verbal notification to employee with email follow up.
  - Occurrence is tracked for 3 months via the performance tracker.
- Third Occurrence – Written Warning.
  - Documented formal write up using the Progressive Discipline Form. Delivered to employee in a sit-down meeting with a witness.
  - Occurrence is tracked for 3 months via the performance tracker.
- Fourth Occurrence – Termination, if applicable
  - Discuss situation with manager to ensure they are aware.
  - Present situation to your HR Rep and discuss next action.

### **Tracking:**

Supervisors will monitor an employee's attendance regularly. Use of PTO time can be monitored in Paycom. Supervisors will track occurrences on the Performance Tracker located on the Supervisor SharePoint Site.