

CORPORATE POLICY CLARIFICATION

Posted December 17, 2018

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TO: All SMG Employees

FROM: Marguerite StrongThomas
Human Resources Manager

RE: **Attendance Policy** - Denver

In order to bring our facility in alignment with the SMG Corporate guidelines, the SMG Denver Attendance Policy has been **revised effective January 1, 2019**.

The new policy exchanges the word “occurrence” for “day” and clarifies the disciplinary guidelines. This means that lateness (tardy), early out, or call offs will be referred to as day(s) of absence rather than “occurrence(s)”.

- A tardy on any given day will now count as one (1) absence for disciplinary action.
- A call-off, early out, or tardy before a holiday will count as one absence on the attendance record. A call-off, early out, or tardy after a holiday will count as one absence on the attendance record. In addition, if an employee is unable to work their scheduled shift before or after the holiday, and SMG has questions regarding the nature, length, or pattern of the employee’s ~~unscheduled~~ absences, a written certification from a physician or licensed health care professional may be required before the employee may return to work.
- In the event termination of employment becomes necessary it should take place at the 13th violation. There should be no 14th attendance violation.

The new policy does not remove any current “occurrences” or write-ups for attendance.

Please take a moment to **make an appointment with your manager/assistant manager** to carefully review your personal Attendance Controller. Please make any adjustment in your attendance that is necessary to comply with policy.

If you have any questions, please do not hesitate to contact your department director or me at X88127.

Thank you.

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