



ATTENDANCE POLICY – Revised 01 2019

The success of our business depends to a great extent on the regular attendance of all employees. Dependability, attendance, punctuality and a commitment to do the job right are essential at all times. As such, employees are expected at work on all scheduled workdays and during all scheduled work hours. Employees are expected to report at the scheduled work time and remain working until the end of their shift or schedule. This includes returning from breaks and meal periods, as well as reporting for scheduled overtime.

A record of absenteeism and lateness is kept by the employee's Supervisor and becomes part of the personnel record. Attendance records are kept to document absences and will be considered in evaluating performance. To the extent permitted by law, absenteeism and lateness lessen an employee's chances for advancement and may result in dismissal.

Definition of an Absence

SMG defines an absence as any single day an employee fails to report to work. Late arrival to work and leaving early may also be considered an absence. Late arrival/leaving early will be reviewed by the Human Resources Designee to determine whether the late arrival/leaving early is an absence. Absence then includes all time lost from the job whether excused or unexcused, avoidable or unavoidable. The only exceptions are holidays, vacations, company paid personal days, death in the immediate family, occupational illness or injury, legally required leaves such as FMLA, and days for which no work is scheduled.

An employee arrested or detained by authorities causing a missed shift is not deemed as an excused absence.

It is the responsibility of each entity to record daily attendance of employees at all locations. Repeated and unexplained absences or tardiness may result in termination of employment.

Lateness (tardiness) is a part of our Attendance Policy and will be counted in your attendance record. **Tardy** is defined as 5 – 29 minutes after the scheduled start of your shift. A tardy on any given day will count as one (1) absence for disciplinary action.

Absence Notification Requirements

Employees must make every effort to notify their Supervisor as soon as they know they will be absent, but at least one-hour prior to their normal starting time. Employees are required to make every effort to speak directly with either their Supervisor or the Human Resources Designee during regularly scheduled hours. Employees are required to follow their facility's attendance guidelines. Furthermore, the Supervisor or Human Resources Designee must be contacted each day of absence. In the case of an accident or sudden illness that requires hospitalization, employees should have someone notify their Supervisor within 24 hours.

An employee who fails to contact their immediate Supervisor or Human Resources Designee may be considered as having voluntarily resigned.

If SMG has questions about the nature or length of an employee's absence, a written certification from a physician or licensed health care professional may be required before the employee may return to work.



Definition of Excessive Absenteeism

Although the company maintains a liberal policy to provide for employees who are occasionally absent, frequent and extended absences, even for legitimate reasons, can impair an operation, reduce productivity and diminish the employee's effectiveness and value to a company. Excessive absenteeism or tardiness is defined as thirteen (13) days of absence, which include call-off, lateness, and early outs, within a twelve (12) month period. The twelve (12) month period is a "rolling window," **measured from current date back twelve (12) months**, not a calendar year. Call-off, lateness, or early out that occur on any given day, are considered in the disciplinary process.

Physician certified absences will be reviewed by the Human Resources Designee to determine when these absences are excessive.

Full time employees are scheduled to work the standard work week of 40 hours. If less than 39 hours are worked during the week, Paid Time Off hours will be used to bring the employee to 40 hours. If Paid Time Off hours are not available, the time short of 40 hours will be counted as an early out. Early outs are also counted in your attendance record.

Part time employees are scheduled according to business need. If a part time employee works less than the hours scheduled, Paid Time Off hours will be used to bring the employee to the number of hours scheduled. If Paid Time Off hours are not available, the time short of the scheduled hours will be counted as an early out. Early outs are also counted in your attendance record.

Discipline for Excessive Absenteeism

- Verbal Warning – normally issued at nine (9) days of absence.
- Written Warning – normally issued at eleven (11) days of absence.
- Termination – normally at thirteen (13) days of absence.

In addition, in combination with other violations of SMG's Business Conduct Policy and/or Rules of Conduct, excessive absenteeism may also be cause for termination, if absences exceed nine (9) within any twelve (12) month period.

Consequences of Formal Written Warning

Deterioration in attendance or tardiness pattern may result in termination prior to the end of the Formal Warning Period.

- If the same condition recurs within the twenty-four (24) months following the final written warning or if the condition is in combination with another violation of company policy, the employee may be terminated without benefit of another warning.



Missed Punches

It is the responsibility of each employee to punch in and out for their shift and meal breaks. To keep the business and each department running smoothly and efficiently, it is important that every employee be on the job and on time on a regular basis. For this reason, we give careful attention to an employee's record of promptness, absence, and overall dependability.

Payroll Omission Forms are completed by your department management when an omission or correction is needed on the punch report for an employee. If a correction is needed due to a missed punch both the Payroll Omission Form and Payroll Omission Explanation Form must be submitted.

Any missing hours due to a missed punch will be paid on the next payroll cycle following the date that both the signed Payroll Omission and Payroll Explanation Forms are received by the payroll department.

Managers or Directors complete the final review of the punches and submit approval to Payroll.

Discipline for Missed Punches

- Verbal Warning – normally issued after three (3) missed punches within a thirty (30) day period
- Written Warning – normally issued after five (5) missed punches within a sixty (60) day period
- Termination – normally after seven (7) missed punches within a ninety (90) day period

In addition, in combination with other violations of SMG's Business Conduct Policy and/or Rules of Conduct, missed punches may also be cause for termination, if missed punches exceed six (6) within any twelve (12) month period.

ABSENCE FOLLOWING HOLIDAY

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.

NO CALL/NO SHOW

If an employee fails to notify his or her Supervisor and fails to work his or her scheduled shift for one (1) day, the employee will be considered absent without notice and employment **may be terminated immediately**, unless there is a proven extenuating circumstance. No Call/No Show will be counted at 30 minutes after scheduled start time of shift.

JOB ABANDONMENT

Any employee who willfully walks off the job or does not return from a scheduled rest break or meal break without notifying their supervisor will be considered to have voluntarily resigned their position.

OUTSIDE SCHEDULED WORK HOURS

Employees are allowed on the premises only while on duty, on authorized company business, or while attending an event.