



Title	Absenteeism & Tardiness Policy
Department	Human Resources
Effective Date	6/2023
Review Date(s)	5/2024
Revision Date	5/2024

POLICY

Enchanted Fairies recognizes that employees may be absent due to unavoidable or unanticipated circumstances. It is the policy of Enchanted Fairies to take action for excessive absences and tardiness to assure fairness and consistency in job attendance. Depending upon facts and circumstances involved in each situation, management may choose to begin corrective action after any absence or tardiness up to and including discharge. Absence and tardiness is measured with an occurrence system.

DEFINITIONS

A. Absence: Failure to report for or fulfill any designated shift on the work schedule regardless of the reason, to include scheduled OT shifts.

B. Failure to Clock In or Out: Failure to clock in or out occurs when an employee fails to clock in or fails to clock out at the start of a shift, for meal breaks, or at the end of the shift.

C. Holidays: Regular full-time employees are eligible for paid holidays as a part of the PTO accrual during each calendar year. A PTO day taken as a holiday does not count as a day worked in calculating overtime for the week. An unplanned absence the day before or the day after a holiday off will result in no PTO payment.

The Company observes seven (7) holidays each year:

- New Year's Day (January 1)
- Independence Day (July 4)
- Thanksgiving Day (Fourth Thursday in November)
- Christmas Day (December 25)
- Floating Holiday (3 days to be used anytime during the calendar year)

Holiday hours are calculated based on the regular shift of the team member.

D. No Call No Show: A No Call No Show absence occurs when an employee fails to properly notify his/her supervisor of the absence or tardiness, one (1) hour or more after the start of his/her scheduled shift, or fails to provide notification and reports to work one (1) hour or more after his/her scheduled start time.

E. Pattern Absence/Tardiness: A pattern of absences or tardiness occurs when an employee demonstrates a pattern of unscheduled absences or occurrences of tardiness, including but not limited to the following: when an employee incurs two (2) or more absences or tardiness on a Monday, Friday, before or after holidays/paydays/vacations and same number of consecutive

days of absence (e.g., calling off for three (3) days each call-off), and failing to clock-in when tardy.

F. Rolling Twelve (12) Months: A period of 12 consecutive months (365 days) of active employment, which has been extended for non-vacation leaves of more than 7 consecutive days.

G. Scheduled Absences: Scheduled absences occur when an employee requests time off and it is approved in a timely manner in accordance with Policy. Scheduled absences do not count as occurrences. Examples include scheduled holidays, personal days and vacation time, scheduled bereavement leave, scheduled sick time for routine doctor's appointments and approved leaves of absence.

H. Tardiness: Failure by an employee to be at his/her workstation, ready to work, at the designated arrival time posted on the work schedule.

I. Unauthorized Absence: An unauthorized absence occurs when an employee is absent from a scheduled shift without scheduling the absence and obtaining approval in advance; fails to report two (2) hours or more after the start of the scheduled shift, or leaves one (2) hours or more before the end of the scheduled shift. We recognize an employee may need to leave the worksite to conduct personal business. However, to avoid an unauthorized absence, employee must first obtain permission from his/her immediate supervisor to properly make modifications to the work schedule if necessary and will keep the supervisor aware of employee's activities during the day.

PROCEDURES

A. Clocking In and Out: Excessive missed clock entries will be subjected to occurrences as outlined in this Policy. In the event of a missing clock-in or clock-out entry, an employee is required to notify their supervisor immediately. Failure to record the actual start time or end time may be considered falsification of time records, which is cause for termination of employment. Notifying a supervisor is not to be used as a routine alternative to clocking in and out but when there are extenuating circumstances that prevent clocking in or clocking out.

Note: Employees are encouraged to remain home if they are sick.

B. Reporting an Absence: Employees are expected to be ready for work when they clock-in and are expected to begin work at their scheduled start time. Should an unplanned absence occur, the employee must notify his or her immediate supervisor no later than two (2) hours prior to the start of their shift. In the case of tardiness, the supervisor/designee must be notified as soon as it is recognized one will be tardy. The time of your call or notification, the reason for the absence, and the anticipated date and time of return must be reported to the immediate supervisor (or other, as designated by the department). Employees are required to call in every day of absence in accordance with departmental call-in procedure, including intermittent FMLA.

- Communication from a spouse, friend or relative on the employee's behalf is unacceptable and unauthorized unless the employee is incapacitated and/or physically unable to call.
- Failure to follow proper reporting procedures as outlined in this policy will result in a "No Call No Show" as defined.

C. Tracking Occurrences and Corrective Action: Occurrences will be tracked by each department in accordance with the definitions and the procedures as follows:

OCCURENCES

1. Any accumulation of three (3) occurrences within a one (1) month period will result in a Verbal Warning.
2. After issuance of a Verbal Warning, each one (1) occurrence thereafter will result in the issuance of the next level of progressive corrective action, up to and including termination of employment. However, Management reserves the right to skip levels of corrective action if warranted by the circumstances. For example, a No Call/No Show may result in immediate termination of employment.

Occurrence Guide	
Action	Occurrence Count
Tardiness Less Than one (1) Hour	.33 Occurrence (after notification)
Tardiness one (1) Hour or More	1 Occurrence
Unauthorized Absence	1 Occurrence
Missed Clock	.33 Occurrence (after notification)
No Call No Show	2 Occurrences
Pattern Absence	2 Occurrences (after notification)
Absence on Day Denied Off	2 Occurrences

Repeat and Regression of Correction Action

1. Repeat: An employee, who works for six (6) consecutive months without receiving corrective action under this policy, will not be advanced to the next level of corrective action, but will repeat the current level of corrective action.
2. Regression: An employee who works for twelve (12) consecutive months without receiving corrective action under this policy, will have the last corrective action issued reduced to the next lowest level of corrective action and subsequent corrective action would be progressed from that level. An employee, who regresses backwards in corrective action below a documented verbal warning, will then again be afforded the opportunity to accumulate five (5) occurrences within a rolling twelve (12) month period prior to receiving a verbal warning.

Repeat/Regression Guide	
Corrective Action	Issuance Action
Less than six (6) months since last corrective action	Advance to next level of corrective action
Six (6) months or more but less than twelve (12) months or less since last corrective action	Repeat previous level of corrective action
Twelve (12) months or more since last corrective action	Regress the last corrective action to the next lowest level

MISCELLANEOUS

1. Approved periods of leave for jury duty, military service, certified medical leaves, disability, FMLA leaves, bereavement leaves, paid scheduled vacation and paid holidays are not covered by this policy.
2. A physician's excuse will not negate an occurrence. A physician's excuse may be requested by management for approval to return to work after more than three (3) consecutive sick days.
3. These procedures are set forth merely as a guideline. The implementation of these procedures should not be construed as preventing, limiting or delaying Enchanted Fairies' disciplinary action, including immediate discharge, in circumstances where Enchanted Fairies deems such action appropriate or from otherwise modifying this policy if the facts and circumstances of a given instance so warrant.