Alexander Milne Home for Women

Call Out/Tardiness Policy

Composed By: Jonathan Robinson

**No Fault Call Out/Tardy Policy**

A no fault absenteeism policy is a type of workplace attendance policy where there is no such thing as an excused or unexcused absentee. (Only acceptable absence is a prior request off or PTO day that has been approved by the Dietary Manager.) Employees with excessive absenteeism are subject to disciplinary action.

Each employee is allocated up to 11 points in one business year. The business year in relation to points, start when the first point is achieved by each individual employee. Request time off and PTO (Paid Time Off) approved by the Dietary Manager prior to absence will not result in any point. Points can be collected by the following:

Call Outs:

Each Day: **1 point**

No call/No show: **Written Warning** and **4 points**

Peek Business Day: **4 points**

\*\**Peak Business Days may be added or changed among the Dietary Manager’s discretion. Look to Peak Business Day Schedule for more information***.**

Improper Call Out: **2 points**

*\*\*In past, the proper call out time was an hour before your shift, the time has been changed to 2 hours before your shift.*

Tardiness/Early Out:

0-30 min tardy: **.5 point**

31-60 min tardy: **1 point**

61min+ : **2 points**

*\*\*Tardiness points can be earned from clocking in late/leaving early, and returning late from breaks.*

6month perfect attendance:

-Any employee, with any amount of points earned can be reduced to zero (0), if a completion of perfect attendance for six (6) months has been completed. These excuses days requested off and PTO time, as well without any tardiness.

**Point System:**

1-6 points: No disciplinary action

7-9 points: Verbal Warning

10 point: Written Warning/Final Warning

11 Point: Termination

**EFFECTIVE IMMEDIATELY: 04/17/2013**

**The main holidays for us as Milne is New Year’s Day, Good Friday (however we sometimes have an Easter event and a Mardi Gras event) Special Olympics also falls in this time frame, the date changes annually, Memorial Day, July 4th, Labor Day, Fall Festival is usually Halloween Day or the Friday before, Thanksgiving Day and Christmas Day (in between Thanksgiving and Christmas the board comes for their annual meeting and that is a REALLY big event).**

May 2013

**Memorial Day**

* Saturday 05/25/13
* Sunday 05/26/13
* Monday 05/27/13

July 2014

**Fourth of July Holiday**

* Wednesday 07/03/13
* Thursday 07/04/13
* Friday 07/05/13

September 2014

**Labor Day**

* Sunday 09/01/13
* Monday 09/02/13

October 2014

**Fall Festival and Halloween**

* Wednesday 10/30/13
* Thursday 10/31/13
* Friday 11/1/13

November 2013

**Thanksgiving Holiday**

* Tuesday 11/26/13
* Wednesday 11/27/13
* Thursday 11/28/13
* Friday 11/29/13

December 2013

**Christmas Holiday**

* Tuesday 12/24/13
* Wednesday 12/25/13
* Thursday 12/26/13

**New Year’s Eve/New Year’s Day**

* Tuesday 12/31/13
* Wednesday 01/01/14

\*\**Peak Business Dates/Events are subject to change or be added throughout the year.*

Employee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_