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## **Attendance Policy Addendum**

How does 2<sup>nd</sup> Avenue Animal Hospital define the different types of attendance topics?

### **Definitions:**

- **Scheduled Absence:** manager is notified by employee at least 2 weeks in advance that employee will be absent from shift.
- **Unscheduled absence:** manager is notified by employee 2 hours in advance that employee will be absent from shift, due to emergency or other unexpected cause. If the employee fails to notify their manager, the absence will be considered a “no-show”.
- **Tardiness:** employee shows up more than 5 minutes after scheduled shift start.
- **No-show:** employee fails to show up for shift without notifying management.
- **Sick days:** employee is absent from shift due to illness and provides a doctor’s note.

### **Repercussions if the expectations are not followed:**

#### ***Starting July 15th, 2019***

Scheduled Absence: See employee handbook for information on scheduled Paid Time Off and scheduled Unpaid Time Off

#### Unscheduled Absence:

- After 3 unscheduled absences in a 90-day period, employee will receive a written write-up.
- After 5 unscheduled absences, employee will be given another written write-up and a 5-day unpaid suspension.
- If an unscheduled absence is due to an illness and the employee provides a note from a physician, the absence will be excused.

Tardy:

- After 3 unexcused tardies in a 90-day period, employee will be subject to a write-up.

No-Show:

- Will result in an automatic write-up.

Sick Days:

- See page 29 of employee handbook.

Please refer to pages 21-25 of your employee manual for information on Paid Time Off, Unpaid Time Off, Bereavement Leave, Jury Duty, Military Leave, Time off to Vote, and Leaves of Absence.

If you have any questions or concerns, please contact your manager.

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**Please sign and date the following spaces to confirm receipt and understanding of the Attendance Policy Addendum. A copy of this addendum will be provided to every employee.**

Print Employee Name

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Signature of Employee

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Date

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