



## La Posada Providencia's ATTENDANCE POLICY

### Objective

The purpose of this policy is to set forth La Posada Providencia's policy and procedures for handling employee absences and tardiness to promote the efficient operation of the company and minimize unscheduled absences.

### Policy

Punctuality and regular attendance is very important to the operation of La Posada Providencia's business, and is the responsibility of each employee. Tardiness and absences cause a slow-down in operations and creates an added burden for fellow employees. Good attendance is something that is expected from all employees. As such, employees are expected to report to work at their scheduled start time and be prepared to begin their workday. Employees are also expected to remain at work for their entire workday. Late arrivals, early departures or other absences from scheduled hours are disruptive and should be avoided as much as possible.

This policy does not apply to absences covered by statutory leaves. These exceptions are described in separate policies.

### Absence

“Absence” is defined as when an employee is unavailable for work as assigned/scheduled and such time off was not scheduled/approved in advance as required by the Company’s notification procedure. There are typically three types of absences:

- **Excused absence.** Occurs when an employee provides management with sufficient notice in advance of the absence; the absence request has been approved in advance by the employee’s supervisor; and the employee has sufficient accrued paid time off (PTO) to cover the absence. Sufficient notice is at least forty-eight (48) hours prior to the absence taking place. Excused absences also include pre-approved vacation, personal holidays, bereavement leave and jury duty.
- **Unplanned absence.** Occurs when an employee has properly notified their supervisor that they will be absent from work due to an illness or an emergency. Employees must notify their supervisor no later than one (1) hour prior to the employee’s scheduled start time on the same day the absence is occurring. Each employee is responsible for contacting their supervisor if they are going to be absent from work.
- **Unexcused absence.** Occurs when an employee fails to report to work or properly notify their supervisor of the absence (“No call, no show”) or when an employee has exhausted all of their sick leave. Absences that occur frequently or demonstrate a pattern of absenteeism may be deemed unexcused and subject to corrective action. An unexcused



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absence counts as one (1) occurrence for the purposes of discipline under this policy. No more than three (3) unexcused absences will be allowed in a twelve (12) month period.

Employees with three (3) or more consecutive days of excused absence due to illness or injury may be asked to provide a doctor's note prior to returning to work, unless this violates state, or local law. Furthermore, employees who have exhausted their sick leave may be asked to provide a doctor's note for the day(s) they were absent. Providing La Posada Providencia with a doctor's note does not automatically deem an absence excused. Management will review overall patterns of attendance and make determinations accordingly.

Employees must use earned PTO for every absence unless otherwise allowed by company policy (e.g., leave of absence, bereavement, jury duty).

Absences and tardiness reported by text message and email are not acceptable.

### **Tardiness**

An employee is deemed to be tardy when they:

- Fails to report for work at the assigned/scheduled work time.
- Arrives to work past their scheduled start time.
- Leaves work prior to the end of assigned/scheduled work time without prior supervisory approval.
- Takes an extended meal or break period without approval.

If an employee cannot report to work as scheduled, they must notify their supervisor no later than their regular starting time. This notification does not excuse the tardiness but simply notifies the supervisor that a schedule change may be necessary.

Employees who must leave work before the end of their scheduled shift must also notify their supervisor immediately.

We realize traffic or weather conditions may cause an employee to be late once in a while. However, employees are expected to plan for traffic and weather problems and to allow for extra time to commute to work. If the employee will be late, they must let their supervisor know of their late arrival as soon as practical. Notification does not change the fact that this will still be considered an unexcused tardy. Excessive absences, tardiness, or early departures will lead to discipline, up to and including discharge. Absences or tardiness are excessive if they occur frequently or if they demonstrate a pattern.

### **Alternative Work Schedule**

Unless otherwise explicitly stated, all employee are expected to work their regularly scheduled hours. Exempt employees are not allowed to begin their work day early in order to offset additional time off, unless approved by management.



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## **Holidays**

If an employee calls out of work the day before, the day of, or the day after a holiday, their supervisor will review the circumstances of the absence and based on the review, the supervisor will determine whether to count the incident as an excused or unexcused absence.

## **Corrective Action**

Excessive absenteeism is defined as two (2) or more occurrences of unplanned absences or late arrivals in a thirty (30) day period and may result in corrective action. Three (3) occurrences of unexcused absences in a twelve (12) month period are considered grounds for termination.

## **Job Abandonment**

Any employee who fails to report to work for a period of three (3) days (no call/no show) or more without properly notifying their supervisor will be considered to have abandoned their job and voluntarily terminated their employment with La Posada Providencia.