

Attendance Policy and Procedures

Created: February 27, 2007

Revised: January 15, 2010

POLICY

Because attendance can critically affect our client's level of care, Comfort Keepers has set specific expectations for employee attendance. This policy includes arriving to work on time as well as coming to work when scheduled. Unmet expectations, as defined below, are addressed by following Comfort Keepers' Disciplinary Policy and Procedures. This Attendance policy is intended for permanent employees. Probationary (90 day) employees are covered under a separate attendance policy.

PROCEDURES

- Comfort Keepers' expectations are that employees will make every effort possible to come to work when scheduled and will schedule other personal activities around their work schedule. Upon missing the fifth day of work in a calendar year, the employee's supervisor will meet with the employee to notify the employee of the number of days she/he has missed and to discuss the situation. Upon missing the seventh day in a calendar year, the employee will be subjected to Comfort Keepers' disciplinary policy and procedures.

- Comfort Keepers' expectations are that employees will be punctual. Tardiness is tracked using the Appointmate Scheduling's telephony system. The employee is given a 10 minute grace period and will be considered tardy when showing up 11 minutes or more after the scheduled start time. Upon being tardy for the 3rd time in a calendar year, the employee's supervisor will meet with the employee to notify the employee of the number of times she/he has ben tardy and to discuss the situation. Upon being tardy for the 5th time in a calendar year, the employee will be subjected to Comfort Keepers' disciplinary policy and procedures