



ATTENDANCE AND PUNCTUALITY

The success of this Company depends on your good attendance. Absenteeism detracts from our high quality of service and causes an unfair burden for those employees who must fill in for absent employees. Most people will be late or sick at one time or another, but when short-term absences become frequent, they often signal personal or job-related problems. In regard to attendance, employees are expected to:

1. Notify the Cookery (if working there) or the assigned Event Coordinator (if working an event) at least four (4) hours prior to your scheduled work time if you are ill or unable to report to work for any reason. A message must be left with the answering service if you are calling during non-business hours. **Please call or text your coordinator directly.**
2. Avoid letting minor difficulties keep you from performing your jobs. At the same time, good judgment should be used with respect to contagious ailments which might have an adverse effect on other employees and/or our clients.
3. Attend to personal affairs during non-working hours.

Excused absences. The following are considered excused:

1. Absence(s) because of illness. For absences of three or more successive day, a doctor's note will be required.
2. Absence(s) approved by the Cookery or Event Coordinator (assigned to the event) in advance.
3. Absence because of death in the immediate family.
4. Absence or delayed arrival because of extreme weather conditions.
5. Absence or delayed arrival because of a bona fide personal emergency as determined by the President.
6. Absence because of a work-related injury.

Excessive Absenteeism or Lateness. The following are considered excessive:

1. If you are absent for three (3) days without notifying the Company, it is assumed that you have voluntarily abandoned your position with the Company, and you will be removed from the payroll. All ATTC material in your possession (equipment, décor, uniforms) must be returned to the Cookery at this time.
2. **Declining event shifts.** Frequent declining, or ignoring, invitations to work is a detriment to the company and our clients who trust us to deliver the event of their dreams. If you are in the staffing system as available and frequently ignore or decline offered shifts, you will be notified by management to the issue. If it continues, you will be removed from our staff roster and staffing system. All ATTC material in your possession (equipment, décor, uniforms) must be returned to the Cookery at this time.
3. Tardiness or leaving early is as detrimental to ATTC as an absence. Three (3) such incidents will be considered a “tardiness pattern” and will carry the same weight as an absence. Other factors, like the degree of lateness, and the flexibility of the employee’s responsibilities, may be considered.
 - a) First Incident will result in a Verbal Warning.
 - b) Second Incident will result in a Verbal/Written Warning and Final Notice.
 - c) Third Incident may result in termination.

The absence of an employee from work or an event, including an absence for a single day, or portion of a day, that is not authorized, shall be deemed as absent without leave. Be aware that excessive absenteeism, lateness or leaving early without prior authorization may lead to disciplinary action, up to and including, termination.

Employee Signature

Printed Name

Date

Employer Signature

Printed Name

Date