



## Chrysalis Spectrum Attendance Policy

### 1. Attendance policy overview.

Employees at Chrysalis Spectrum are expected to be present for work, on time, every day. Regular attendance and punctuality are important to keep your team and the company running smoothly. Arriving late, being tardy, or absence from work causes disruptions and burdens colleagues.

### 2. Calculation of attendance infractions.

- Absent with calls
- Absent, no call
- Tardy, multiple days
- Early departure
- Daily Service Logs not completed in a timely manner

Employees are required to report an absence **within 48 hours**. Employees must report each day they are absent. Failure to call-off three hours prior to a shift will result in a no call-no show. Failure to complete Daily Summary Logs per client within one week of Date of Service can result in payroll infractions or late payments.

### 3. Overview of disciplinary action for attendance.

Attendance issues will result in progressive disciplinary action up to and including termination based on the following system:

- Verbal warning.
- Written warning.
- Meeting with manager/supervisor, possible suspension.
- Employee is subject to termination.

If an employee is absent for three or more consecutive days, evidence for excusing the absence, such as a doctor's note, must be provided.

If an employee is a no call-no show for three or more consecutive days, it will be considered a job abandonment or termination without notice.

Employees may request exceptions for work absences from human resources and management. These must be approved on a case-by-case basis.

### 4. Excused, unpaid absences without disciplinary action.

Excused, unpaid absences can be granted for funerals, jury duty, bereavement, child birth, a car accident, medical appointment, and unavoidable emergencies. In these cases employees must provide documentation to prove the reason for absence.



## **5. Failure to clock-in or clock-out.**

Employees must clock-in and clock-out for each shift. If there is any problem recording a clock-in or clock-out, inform employees should inform a manager immediately. Employees who consistently fail to clock-in or clock-out may receive disciplinary action, up to and including termination.

## **6. Attendance policy exceptions.**

Absence because of bereavement, jury duty, or military duty, are exempt from disciplinary action, as are FMLA and ADA related absences. Bereavement, jury duty and military exemptions require proper documentation to be given to a manager within 48 hours of the absence.

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Acknowledgement and understanding of Policy (Signature Required)

Date: