

Anthony Medical & Chiropractic

SUBJECT: ATTENDANCE - POINT SYSTEM	Effective Date: Immediate
POLICY NUMBER: AMC-1.2005(b)	Review Date: 1/1/2022
PREPARED BY: Human Resource	Revision Date:

CLASSIFICATION: All Employees

POLICY:

This policy has been created to implement a point system to support our company attendance policy.

OBJECTIVE:

The purpose of this policy is to maintain regular attendance and punctuality by staff to promote high levels of productivity to maximize efficiency and operational consistency.

ASSIGNMENT:

The Attendance Point System is for all hourly employees, supervisors, office managers, assistant managers, massage therapists, manual therapists, and non-contracted licensed staff.

SCOPE OF POLICY:

This policy is to provide consistent and fair attendance oversight while instilling personal accountability so employees have a mechanism to monitor their own attendance status as well as clear understanding of the company's attendance policy.

The Attendance Point System Policy is supported by:

- 1) Policy 1.2005(a) - Attendance; 2) Policy: 1.2001 - Absenteeism; and 3) Policy 1.2002 - Tardiness.

The executive leadership team maintains the right to assess extenuating circumstances on a case-by-case basis for corrective actions issued regarding this policy.

DEFINITIONS:

The key policy definitions which will be referred to by Anthony Medical & Chiropractic regarding this policy are as follows:

Absent – Missing one or more excused or unexcused consecutive workdays.

Tardy – Arriving up to 14 minutes after scheduled start time.

Late – Arriving 15+ minutes after scheduled start time.

No Show – No prior or immediate notification of missing a workday including up to 1 hour after scheduled shift begins.

POINT SYSTEM PROCESS:

1. All employees must inform their assigned manager/supervisor of all preplanned/unplanned absences or in the event of being tardy.
2. The following points will be assigned to the employee for failure to follow policies regarding Attendance, Absenteeism and Tardiness.

REASON	POINTS	DEFINITION
Unexcused Absence	2	Call in without advance notice (unauthorized day off or short notice) no MD note
Excused Absence	1	Call in without advance notice, (sick, child illness, car issues) provides MD note
Tardy	1	Clocking in 1-14 minutes after assigned shift starts
Late/Leaving Early	2	Clocking in 15 or more minutes after assigned shift starts or leaving before shift ends.
No Show	5	No notification to appropriate manager/ supervisor of absence

3. Employees will be assigned 10 points for a rolling 12-month period.
4. Requested days off or vacation will not be assigned attendance points, if preapproved:
a) 2-weeks in advance per day off; b) 4-weeks in advance for 2 or more consecutive days off.

PERFORMANCE CORRECTION ACTIONS:

In the event an employee does not meet the expectations of this policy, the following corrective actions may be enforced upon reaching the following points.

POINTS	PERFORMANCE ACTION
3-5	Verbal Warning
5-7	Written Warning
7-10	Termination Consideration

CHRONIC ABSENCES OR TARDINESS:

If an employee is exhibiting chronic issues with tardiness and absenteeism during the rolling 12-month, managers may consider performance corrective actions after reset to resolve chronic issues.

This policy is a tool to assist employees maintain attendance compliance. Anthony Medical & Chiropractic reserves the right to provide corrective and/or disciplinary action outside of the scope of this policy based on the continuation of chronic behaviors or the severity of the occurrence.