**I. Purpose**

To ensure that all team members understand the importance of being at work when scheduled and to give guidance to supervisors on how to address those team members who are chronically absent or late for work.

**II. Policy**

ABC Tribal Casino operates a business that provides a friendly entertainment alternative to our guests. Therefore, it is vital to have staffing levels that are appropriate to satisfy the needs of the guest.

This can be accomplished only with all team members being at work when they are scheduled. Absenteeism and tardiness detract from our ability to provide this experience and place undue hardship on fellow team members creating needed overtime.

Team members should understand that absenteeism and tardiness are within their control and they themselves, are accountable for their points.

**III. PROCEDURES**

1. **“Call Out” Policy:**

If you are unable to report for work at the scheduled time you must notify your manager or supervisor **at least two (2) hours** before your scheduled start time. Even with notification, the absence will be counted as one (1) point.

1. **Scheduled time off must** be approved in advance. Time off is covered under separate policies (Paid Time Off, Leave of Absence, Funeral Leave, and Jury Duty). Under no circumstances will an unscheduled absence be considered as approved time off.
2. The Human Resources department head (or designate) will be responsible for determining if the absence is a qualifying absence under Family Medical Leave (FML).

**NOTE: Team members are expected to contact Human Resources and arrange for all events that may qualify for FML or other sanctioned Leave of Absence. If an unscheduled absence qualifies under FML, yet the team member fails to notify Human Resources before the event, the absence will be counted as an unscheduled absence.**

D. Team members who have a PTO balance available will be charged PTO when they are absent from work, unless they are on an approved leave of absence under another policy, such as Jury or Funeral leave.

E. **An absence** is defined as not reporting to work as scheduled; a scheduled absence is planned in advance.

F. **An Early Out** is defined as leaving work before the end of a shift, without scheduling in advance, regardless of the reason.

**G. Tardiness** is an unscheduled arrival after your scheduled time to start work; there is no grace period. A half (½) point will be assessed for being tardy. A tardy, 30 minutes or more can be considered as a No Call/ No Show.

1. **Points will be counted during a 12-month period.** All points assessed within a rolling 12-month time frame will be counted toward disciplinary action.
2. **Disciplinary Action:** Team members, who accumulate ten (10) points within any twelve (12)-month period, will be subject to immediate termination.
3. **Point Schedule**:

* + 1. Unscheduled Absence, including Call Outs 1 point
    2. Failure to provide two-hour (2) call-in notice ½ point
    3. Tardy ½ point
    4. Team member request for an unscheduled

Early Out without prior notice ½ point

1. **Point schedule on a High Volume Business Day (HVBD**):
   * 1. Unscheduled Absence, including Call Outs 3 points
     2. Failure to provide two-hour (2) call-in notice 1 point
     3. Tardy 1 point
     4. Team member request for an unscheduled Early Out without prior notice or approval 1point

**HVBD’s are:**

|  |  |
| --- | --- |
| New Year’s Day | Labor Day Weekend |
| Martin Luther King Jr. Day | Thanksgiving Weekend |
| Super Bowl Sunday | Veteran’s Day |
| President’s Day Weekend | Christmas Day |
| Memorial Weekend | New Year’s Eve |
| Independence Day  Weekends | Department Specific Day  **Must be posted two weeks in advance** |

1. **No Call / No Show:**

If a team member does not show up for his/her scheduled shift and does not use the call out procedure giving two-hour notice, the team member may be subject to termination. Team members who are not terminated for a No Call/No Show will be given 4 points.

1. **Reducing point total:**

Team members who have been assessed points can reduce their point total by maintaining a ninety day (90) period of perfect attendance. There will be a one-point reduction for each 90-day period that team member stays point free. The point reduction will be taken from the oldest point within the 12 month rolling period.

1. **Corrective Action Guidelines:**

1. Team member accumulates 3 points First Written Counseling Notice

1. Team member accumulates 5 points Second Written Counseling Notice
2. Team Member accumulates 7 points ……. Final Written Counseling
3. Team member accumulates 10 points Subject to Termination
4. Unscheduled absences of two (2) or more consecutive days will be counted as one (1) point, ***only*** if the team member keeps his manager and/or supervisor informed each day **and** follows the “call out” notification policy.
5. Team members who leave work before the end of their shift without supervisor/ manager approval will be considered to have abandoned their job and subject to corrective action up to and including termination, unless to exercise a right protected under Federal Law.
6. ABC Tribal Casino reserves the right to require a medical authorization and/or examination from any team member who is absent from work due to reasonable knowledge of a serious injury or illness or one that results in an absence for more than three consecutive workdays or who continues to be absent on a repetitive or routine basis for illness.
7. Team members who show a pattern of absenteeism, tardiness, or failure to follow “call out” requirements will be subject to corrective action up to and including termination.
8. Any exceptions to this policy require the approval of the Human Resources department head (or designate) and the General Manager (or designate).