



7.1 Absence and Tardiness

1. Employees are expected to be at work on a regular and punctual basis as a condition of continued employment. Unplanned absences can be disruptive, affect employee morale, and create an unfair burden on those who must manage the work of an absent employee. Dependability is a basic requirement when considering an employee for performance increases, training opportunities and promotions.

Even though employees may have paid time off available to cover an absence, the employee will still be held accountable for the absence, unless otherwise protected by law.

Employees covered by a collective bargaining agreement should refer to their respective agreements for a description of any absence and tardiness policies.

2. Notification - If an employee is going to be late or absent for any reason, he/she must refer to local business or location rules on how to contact his/her immediate supervisor or manager as soon as possible. Unless local rules dictate otherwise, contact should be via telephone, not voicemail, an email or text. Except in an emergency, contact may not be made by a third party.

It is the responsibility of the supervisor or manager to ensure each employee has the appropriate primary and back up contact information.

3. Excessive Absenteeism or Tardiness - Absenteeism and tardiness are managed at the local level. Some locations may have formal policies that dictate verbal and written disciplinary action.