

Attendance Requirements

Here's what we think about attendance:

- Time Off Requests: Requests for time off must be made in writing at least two weeks in advance. Also, this request must be reviewed by the manager to be "accepted". It is possible that not all time off requests will be able to be granted.
- Tardiness: An employee must arrive to work several minutes before their shift is due to start. They must be in complete uniform and ready to work before clocking in. An employee is considered "tardy" if they clock in more than 3 minutes past their scheduled start time. After 3 tardies, the employee will be subject to disciplinary action.
- Absence: If an employee is not able to make it to work during their scheduled shift, they must notify their direct supervisor and ask who they might contact as a fill-in for their shift (shift swaps must be approved by the manager). If the employee cannot find a person to cover their shift, it will be considered a "no-show". After 3 "no-shows", the employee is subject to disciplinary action.
 - If the employee does not notify anybody of their impending absence, the shift is considered a "no-call, no-show". After 1 "no-call, no-show", the employee is subject to disciplinary action.

Doctor's notes will be required to verify illnesses. Employees may use PTO if they miss a shift (must be approved by the manager as "no-call, no-show" absences do not qualify).