



## **Attendance Policy**

By signing you are acknowledging your understanding of the terms stated herein and your compliance with this policy. A copy of this policy will be made available to you upon request. **Please initial each statement.**

\_\_\_\_\_ **TIME OFF REQUESTS:** Vacation request must be filled out on a time off request form and submitted to management a minimum of 2 weeks in advance.

\_\_\_\_\_ **CHANGE OF SHIFT POST-SCHEDULE:** Once the schedule is completed and posted you are expected to adhere to the assigned hours. If there is a conflict after the schedule is posted it is your responsibility to find adequate coverage for your shift or to work with the manager if you cannot find coverage.

-Once you find an employee willing to switch shifts or cover your shift, fill out a shift change form and submit to management for approval. Coverage must be equal to your position.

\_\_\_\_\_ **APPROVAL POLICY:** All time off, change of shift, and other scheduling considerations will be given the best possible attention and all attempts will be made to accommodate you. However, please be fully advised that this does not guarantee that your request will be approved. Please keep in mind we have a 2 person per day maximum that is allowed off. All others will be given time off if we can allow it. Please see the online calendar for updates.

\_\_\_\_\_ **CALLING OUT POLICY:** If you need to call out it is your responsibility to contact management ASAP so they may find coverage, this is done by CALLING your manager not a Homebase message to the entire team. Calling after your shift has started is not acceptable and will result in a write up, no matter the reason for the call out.

-3 call outs in a 30-day period will require a doctor note after the 3rd time missed. Excessive call outs may result in termination.

- Anyone who is a No Call/No Show will be immediately terminated.

- **NEW HIRES-** Calling out 2 times during the 2-week training period will result in immediate termination.

\_\_\_\_\_ **TARDINESS POLICY:** What is **ON-TIME**? Whatever time your schedule shows as your start time means that you are dressed, in the building, and ready to begin action by that time. It does **NOT** mean you just arrive at that time; you need to eat lunch quick; you must text your friend, you need to change shoes, etc. There is no "grace period".

- If you suspect you're going to be late, for any reason, you must call the front desk and/or a member of management to let them know and what your arrival time will be.
- Excessive tardiness will follow the disciplinary policy and may result in dismissal from job.

\_\_\_\_\_ **CHANGE OF AVAILABILITY:** If at anytime you need to change your availability, you must submit a new availability in Homebaes along with speaking to your manager. Please be aware that we hire based on our needs and changing your availability can result in a reduction of your hours or your availability may no longer be something we can work with, also keep in mind Holidays and Weekends are a requirement for this role. Changing your shift availability will require a 2 week's notice.

Employee Name: \_\_\_\_\_ Date: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Camp Manager: \_\_\_\_\_ Date: \_\_\_\_\_

Camp Owner: \_\_\_\_\_ Date: \_\_\_\_\_