



12.1.2023

### **Together & Company Time and Attendance Policy**

Being on time for your shift, or even a few minutes early is an excellent display of our core values. “All for one, one for all,” and “Do what it takes.”

#### **Attendance expectations**

Team members are expected to report in uniform and prepared to start their shift at the scheduled time. They are expected to work until the estimated out-time unless business demands allow for an early or late release. Out time adjustments will be determined by your shift supervisor. Ongoing time and attendance issues can lead to disciplinary action up to and including termination.

Together & Company has a ‘strike policy’ for any attendance infractions or failure to meet attendance expectations.

All variable, part-time and full-time team members are eligible to earn strikes if not meeting schedule expectations. Ongoing time and attendance issues can lead to disciplinary action up to and including termination.

#### **Planned Time Off**

For team members eligible for Paid Time Off, requests should be submitted at least two weeks in advance. Last-minute requests will be considered on a case-by-case basis knowing not all time off is pre-planned.

#### **Unplanned Time Off**

Multiple days of absence due to the same illness or injury will only earn one strike. If your illness or injury requires extended time off (3+ days) or if you have medical restrictions or limitations when you return, details must be included in the doctor’s note before returning to work. Human Resources may ask for additional documentation as needed. Absences due to a death in the family are considered excused.

#### **Leave of Absence**

The strike policy does not apply to absences covered by the Family and Medical Leave Act (FMLA) or leave provided under the Americans with Disabilities Act (ADA). If an extended leave of absence is required, please contact Human Resources.

#### **Communication Process**

You must properly call off or call in late by following departments protocols. All team members must contact their direct supervisor if they will be late or not able to work their shift that day. If you are unable to call in yourself, be sure to have someone call in for you.

#### **Shift Modifications**

A shift modification is a request for any adjustment to the originally scheduled shift for any reason. The department manager will consider shift modifications on a case-by-case basis and should be requested via below protocol.

***To request a modified shift the team member would do the following:***

- Text or email your manager the needed shift modification
- If approved, your manager will adjust the scheduled time according to the requested modification
- If denied, appropriate strikes will be assigned if you do not work as scheduled

If you need a shift modification because Together & Company had to change your original scheduled in time, follow the same procedures above for a penalty free shift modification.

**Attendance Infractions**

Attendance infractions will be tracked with a strike system. All variable, part-time and full-time team members are eligible to earn strikes if not meeting schedule expectations. Receiving five strikes within a 6-month period is grounds for termination. A strike will be removed from the team members accumulating total once six months have passed from the date the strike was received. Team members will be notified via email when a strike has been issued, and a written warning will be issued once a team member has reached three strikes. We do realize, however, that there are times when absences and tardiness cannot be avoided (such as illness or personal injury). This is why we have a no-fault system that allows you to accumulate some points before any disciplinary action is taken. It is expected that everyone will accumulate some points under this system. It is only when points become excessive, and warnings are issued, that a team member needs to be concerned about their attendance practices.

***Strikes are earned by:***

- Clocking in more than 10 minutes late for your shift = ½ strike
- Clocking in more than 1 hour late for your shift = 1 strike
- Clocking out more than 10 minutes before the end of your shift, without approval = ½ strike
- Calling off within 24 hours of the start of your shift = 1 ½ strikes
- Calling off within 1 week of your shift = 1 strike
- No Call / No Show = 3 strikes
- Shift modification requests within 2 weeks = 1 strike

Any questions on this policy should be directed to your immediate supervisor or Human Resources.