



Attendance Policy

Update on 1/20/20

Punctual attendance is mandatory for efficient job performance. If you are going to be later or absent for any reason, notify your immediate supervisor as soon as reasonably possible but no later than four hours before the start of your shift. Failure to call in will be considered a no show/unexcused absence. Poor attendance, absence without notification or habitual tardiness will be subject to appropriate disciplinary action, up to and including termination.

Employees will be given a written warning after 4 unexcused absences in a 12 month period starting from each calendar year on January 1st. After 6 unexcused absences/occurrences within a 12 month period employees will be suspended. After 8 unexcused absences/occurrences in a 12 month period employee will be terminated.

Employees will be required to reach out to other team members to cover their shift. If an employee cannot find suitable coverage, they are required to call their immediate supervisor at a minimum of 4 hours in advance to the start of their shift. (Not text, but call)

This applies to team members taking additional shifts and calling out.

The Policy Reads As Follows:

4 unexcused absences in a 12 month period: A written warning will be issued.

6 unexcused absences in a 12 month period: A suspension or shift will be taken away.

8 unexcused absences in a 12 month period: The employee will be terminated.

Consecutive days will count as 1 absences/occurrences. A doctors note is required for an absence of 3 days or greater.

If you are absent for one day without notifying the company, it is assumed that you have voluntarily abandoned your position with the company, and you will be removed from the payroll.

As an employee of CNY Cleaning Solutions I understand that my attendance is important. I have read and acknowledge this policy. Should I have any questions regarding the information in this policy I will reach out to my immediate supervisor.

I am aware that this policy update is an update to the company handbook attendance policy.

Employee Signature: _____

Date: