

# CNY Cleaning Solutions Attendance Policy

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Updated: 5.7.25

Punctual and reliable attendance is essential to maintaining high standards of service and job performance at CNY Cleaning Solutions. This policy outlines our expectations and disciplinary actions for unexcused and unprotected absences, while remaining compliant with New York State labor laws, including the NYS Paid Sick Leave Law (Labor Law §196-b).

## Call-Out Procedure

If you are going to be late or absent for any reason, you must call (not text) your immediate supervisor at least 4 hours prior to the start of your shift.

If the absence is covered under NYS Paid Sick Leave or other protected leave, it will not count against your attendance record.

Employees are encouraged—but not required—to seek shift coverage. However, failing to find coverage will not result in disciplinary action if the absence qualifies as protected leave.

## Protected Leave – NYS Paid Sick Leave

Employees are entitled to accrue and use sick leave under NYS law. Protected sick leave may be used for:

- Personal illness or mental/physical health condition
- Medical diagnosis, care, or treatment
- Care for a sick family member
- Public health emergency (including quarantine)

CNY Cleaning Solutions complies with NYS law, which allows employees to:

- Accrue 1 hour of paid sick leave for every 30 hours worked
- Use up to 40 hours of paid sick leave per calendar year (if under 100 employees)
- Use sick leave after 120 days of employment, unless otherwise allowed

Absences taken under this law are protected and will not count toward disciplinary action.

## Unexcused Absences and Occurrences

Absences not covered by NYS law or company-approved time off (e.g., vacation, bereavement, jury duty) are considered unexcused. Disciplinary action will be taken for repeated unexcused absences as follows:

- 4 unexcused absences in a 12-month period: Written warning issued
- 6 unexcused absences: Suspension or shift reduction

- 8 unexcused absences: Termination

Note: Consecutive missed days due to the same reason count as one occurrence. A doctor's note is required for absences of 3 consecutive days or more.

### **Job Abandonment**

If you fail to report to work and do not contact your supervisor for 2 consecutive scheduled workdays, and your absence is not protected under law or previously approved, it may be considered voluntary job abandonment, subject to removal from the schedule and payroll.

### **Acknowledgment**

I understand the importance of regular attendance and acknowledge that:

- I will follow proper call-out procedures
- I will communicate with my supervisor if I have questions
- This policy does not override my rights under NYS Paid Sick Leave or any other applicable law

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

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

Date: \_\_\_\_\_