



POLICY AND PROCEDURE MANUAL

SECTION: Human Resources

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ABSENTEEISM AND ATTENDANCE POLICY

PREAMBLE

Contact Brant is committed to ensuring that all its employees are appropriately compensated for their hours of work. This Attendance and Absenteeism policy outlines our expectations for employees with regards to their time and attendance.

Absenteeism refers to a deliberate pattern of absences or late-arrivals that need to be corrected in order to ensure that Contact Brant is able to adequately staff its premises and achieve its organizational goals. Employee absences without reasonable cause affect the company's ability to achieve those goals.

POLICY

Contact Brant employees have the responsibility of attending work at their scheduled time or providing as much notice as possible in the event they are unable to arrive for the start of their shift.

PROCEDURES

1. Employees are expected to attend work unless an emergency arises or they are ill and cannot present themselves.
2. Employees are to call, text or email their supervisor or alternate if they will not be present. If employee need to leave their shift early, they must provide as much notice as possible to their supervisor.
3. Prolonged Absences: If an employee requires an absence for a prolonged period of time, Contact Brant may request additional information from an employee's medical provider regarding the projected length of their absence. Contact Brant will not request confidential medical information, including any diagnosis, etc., from the medical provider.
4. Absenteeism: Repeated absences or tardiness considered as absenteeism refer to absences or tardiness because of (this is not a comprehensive list):
 - Sleeping in late
 - Having personal social plans when scheduled for work
 - Leaving early every Friday without reasonable cause
 - Arriving late every Monday morning without reasonable cause
 - Failing to catch a regularly scheduled method of public transportation such as a bus
 - Extending a weekend without approval (e.g., not attending work on a Monday or a Friday for unjustified reasons)

5. Three Consecutive Absences: Any case where an employee misses at least three consecutive shifts without providing notice to their supervisor is considered job abandonment and the employee's relationship with Contact Brant will be severed. If an employee can provide adequate reasoning behind their absence, their employment may be continued at the organization's discretion.
6. Disciplinary Steps: In the case of an excessive number of absences, late shift arrivals, shifts left early, or if a pattern of absenteeism presents itself, Contact Brant will first meet with the employee to determine whether there is a workable solution to the attendance exceptions. Employees have a responsibility to do their part to work towards a solution and abide by the terms of the attendance agreement. If the attendance exceptions continue without reasonable cause and/or notice, Contact Brant will institute the corrective action process following these three steps:
 - i. Verbal warning
 - ii. Written warning(s)
 - iii. Termination of the employment relationship.

Each of these steps will be documented and copies will be provided to the employee to read and understand during the disciplinary meeting. For further guidelines on the corrective action process, refer to the Progressive Discipline Policy.