

# Employee Lateness & Punctuality Policy



## **1. Policy**

All employees are expected to begin work at the scheduled time. Coming to work on time is not just a formality. Employee lateness reduces available work time and may result in the disruption of other employees' work *schedules* and customer service.

## **2. Definition Of Lateness**

For purposes of this Policy, lateness means reporting to work or punching in anytime after the employee's scheduled start time *or* reporting back from lunch more than one hour from the start of lunch.

## **3. LATENESS PROCEDURES**

### **3.1 Minor Lateness**

Each time you are 10 minutes or less late, you must explain why you were late to your supervisor when you arrive at work. Repeat occurrences of minor lateness, i.e., 10 minutes or less, will be addressed through the Company progressive discipline policy.

### **3.2 Major Lateness**

Each time you are running more than 10 minutes late, you must phone your supervisor to indicate when you expect to arrive at work. Having a friend or co-worker call in on your behalf is not acceptable except in the case of an emergency. Failure to phone in will result in a verbal warning unless you can show that there were uncontrollable circumstances for which you're not to blame that prevented you from making the call. Supervisors will assess the situation before resorting to the Company progressive disciplinary policy. Time sheets will reflect the actual time of arrival and the employee will not be paid for the missed time.

## **4. Schedule Variation**

Supervisors may, at their discretion, allow minor variations in working hours to allow for exceptional individual circumstances. However, all employees are expected

to work a full scheduled week of the appropriate number of hours. The employee will be given the opportunity to make up lost time if productive work is available.