

Policy No.: 200.00

Title: Attendance

Objective: To meet the needs of our customers and to deliver on commitments through regular attendance and punctuality.

Policy:

All Associates are expected to report to work on time, in fit condition and to work all scheduled hours and required overtime. We do realize that there are times when absences and tardiness cannot be avoided. However, excessive occurrences may result in disciplinary action, up to and including termination.

1. Definitions

a. Regular Attendance and Punctuality

- i. Being in the assigned work area on time and ready to work when scheduled.
- ii. Working an entire shift unless approved otherwise in advance.
- iii. Adhering to scheduled rest and meal break times.
- iv. Maintaining flexibility to give your best by supporting business changes or needs such as requests for overtime, staying late or arriving earlier than scheduled.

b. Unscheduled Absence

- i. One (1) or more full day's absence in succession not to exceed five (5) days. An unscheduled absence is defined as an Associate not reporting to work on their regularly assigned day. This applies for an Associate calling in 30 minutes prior to shift or requesting to be absent from work in advance when it has not been approved by the Associate's Manager. An absence can be an unscheduled absence even though Paid Time Off (PTO) is available or used. An absence due to sickness (Associate or family member) supported by a valid doctor's note shall not be an unscheduled absence. An absence due to domestic violence, sexual assault, or stalking shall not be an unscheduled absence.

c. Scheduled Absence

- i. Approved Paid Time Off that has been requested by the Associate at least one-week in advance and approved by the Associate's manager, Company Observed Holidays, Jury Duty, Bereavement, FMLA, Disability and Military Leaves, or any other time away from work that has been approved in advance by the Associate's manager.

d. Tardy

- i. Clocking in after an Associate's scheduled start time. Associates are expected to be at their work station at the start of shift and after breaks.

- e. Incomplete
 - i. Clocking out more than five (5) minutes before an Associate's scheduled departure time.
- f. Voluntary Abandonment (No Call/No Show)
 - i. Associates who are absent and fail to contact their manager for a period of forty-eight (48) hours will be deemed as voluntarily abandoning and resigning their employment with Nixon Medical.

Procedures:

1. Points System for Associates

- a. Points will be earned as an Associate accumulates unexcused absences according to the following guidelines:

<u>Description</u>	<u>Points Earned</u>
No Call/No show	2.0
Unscheduled Absence	1.0
Tardy or Incomplete	.5
Call in less than 30 minutes prior to shift	.5

2. Disciplinary Action

- a. Disciplinary action will be taken based on the following schedule:

<u>Accumulated Points</u>	<u>Disciplinary Action</u>
2 Points	Verbal Warning
4 Points	Written Warning
6 Points	Final Written Warning
7 Points	Termination

3. Attendance Points Accumulation

- a. Attendance will be based on a rolling 6-month calendar.

Example: In January 2015 an Associate accumulated 2 points and received a Verbal Warning.

- i. If the Associate *has no additional* infractions within the 6-month period of receiving their warning, the points will reset back to the previous warning issued.
 - 1. Verbal goes to zero
 - 2. Written goes to verbal
 - 3. Final written goes to written
- ii. If the Associate *should have* any infractions within the 6-month period of receiving their warning (including tardy or incomplete) the Associate shall retain all warnings and points.

4. Notification Process

- a. Unscheduled Absences

- i. It is expected that Associates notify their immediate manager a minimum of thirty (30) minutes prior to the start of their shift if they are unable to report to work as scheduled. Personally contacting their manager or his or her designee each day of the occurrence is required or Nixon Medical Call-In number, if applicable to your location. In extreme circumstances (i.e., unexpected hospitalization) another person (i.e., spouse, parent, etc.) may notify the manager of the absence. Failure to follow the call-in policy will result in an additional ½ point infraction.
- ii. If an associate is out of work due to illness, a doctor's note must be submitted on their 1st day returning to work to excuse the absence. The note should include, "released to full-duty, no restrictions", if applicable. An Associate may only use this option a maximum of 6 occurrences per 365 days. Absences of three or more days will be reviewed by Human Resources for potential Family Medical Leave Act compliance.

- b. Non-Paid Excused

- i. Associates requesting scheduled time off must complete the "time off request form", at least *two weeks in advance*. Request forms will be reviewed by both the immediate and next-level manager and the Associate will be notified if they are approved. Time that is not approved, but taken, will therefore be considered an unscheduled absence.

5. Responsibility

- a. Each manager is required to maintain accurate attendance records. Managers are responsible for reviewing unscheduled absences, counseling the Associate and

initiating disciplinary action if necessary. Managers must contact Human Resources in advance, if the action will result in termination.

- b. If the absence is due to a bona fide serious health condition, the Associate must contact Human Resources regarding the FMLA policy.

6. Additional Guidelines

- a. PTO will automatically be used for any absences (scheduled or unscheduled), tardy or incomplete in excess of two (2) hours regardless of whether the time was made up. The availability of PTO does not excuse points associated with an unscheduled absence, tardy or incomplete.
- b. Mandatory overtime will be handled as regularly scheduled work time and all attendance policy guidelines apply as they do with other regularly scheduled work time.
- c. Associates who report for work in a condition that is deemed unfit to work, improper attire, or any other reason will not be allowed to work. Time missed from work for these reasons will be considered unscheduled.
- d. Associates must work their full regularly scheduled shift the day before and after a Company observed holiday to receive holiday pay.
- e. In order to deliver on commitments to our customers, Nixon Medical will close only under extreme circumstances. It is the responsibility of all Associates to call Nixon Medical's Emergency Line to determine if the facility is open or closed on a given day. If an Associate feels that safe travel is not possible because of weather or road conditions, the Associate should notify their manager in accordance with this policy.
- f. If no PTO is available to the Associate but is requested at least two weeks in advance and approved by the Associate's Manager, it will be considered a scheduled absence. There is a limit of one (1) request of this type per calendar year.

In the event an Associate demonstrates a pattern or practice of absenteeism or tardiness in an attempt to circumvent the policy, additional disciplinary action may be taken and may be outside the steps listed.