

Policy

Stair Lock values the punctuality and attendance of our employees, as it is essential to the efficient operation and productivity of the business. Stair Lock is committed to applying a consistent approach to addressing employee attendance issues and absenteeism.

Repeated absences, late attendance, early departure or extended break times in excess of those allocated without valid reason, or reasonable evidence being provided, will result in formal disciplinary action including warnings which may result in termination of employment.

Absence

Absence is defined as the failure of an employee to report for work as scheduled. The two types of absences are defined below: Excused absence occurs when all the following conditions are met:

- The employee provides to his or her supervisor sufficient notice at least 48 hours in advance of the absence.
- The absence request is approved in advance by the employee's supervisor.
- The employee has sufficient accrued paid time off (PTO) to cover the absence.

Unexcused absence occurs when any of the above conditions are not met.

Absences for reasons such as personal illness or injury, or family emergency, must only be taken in accordance with the relevant provisions in the employee's contract or the Stair Lock Leave Policy.

Absenteeism

Employees are expected to report to work and return from scheduled breaks on time. If employees cannot report to work as scheduled, they must notify their supervisor no later than their regular starting time. This notification does not excuse the tardiness but simply notifies the supervisor that a schedule change may be necessary.

Employees who must leave work before the end of their scheduled shift must notify a supervisor immediately.

Job Abandonment

Any employee who fails to report to work for a period of three days or more without notifying his or her supervisor will be considered to have abandoned the job and voluntarily terminated the employment relationship.

Procedure

During any period of prolonged absence, employees are required to contact their manager/supervisor and submit reasonable evidence which will include a certificate from a medical practitioner (pharmacist certificates will not be accepted for absences in excess of 2 days) and to keep them informed of the particulars of the situation and of the expected date of their return to work.

Where a pattern of poor attendance and or absenteeism becomes apparent, employees are counselled to ascertain the reasons, including any relevant workplace or personal issues that may be contributing to such a pattern of poor attendance and or absenteeism.

Where possible, employees are offered information, training and/or support and assistance to deal with and overcome any issues that have been identified through the counselling process as contributing to poor attendance or absenteeism.

In the event that the pattern of poor attendance and/or absenteeism continues without valid reason or reasonable evidence, and following reasonable attempts to assist the employee concerned, appropriate disciplinary procedures are to be applied, in accordance with the Performance Management Policy, and may result in termination if no improvement is made.

Approved by:

Edward Lloyd


Managing Director

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