

Attendance Policy

Regular attendance and punctuality are essential for the smooth operation of Bright Child Montessori. As a school and a child care, we understand that people do get sick. However, we will require ample notice to ensure we can cover any absences. The following guidelines will ensure a consistent and fair approach to attendance.

Definitions

- *Absence:* An absence from work is defined as the failure of any employee to report to work when scheduled. This applies to any assignment, be it a regular shift, work related event, coming back from lunch, etc.
- *Late:* Lateness occurs when an employee is not present, in their classroom, and ready to begin working, at their scheduled time. Lateness also occurs when an employee leaves work prior to the end of their scheduled shift without prior approval.
- *No Call/No Show:* Employees must report their absence each day; failure to do so is considered a no call/no show. **Any employee who fails to call in and/or report to work for two (2) consecutive workdays is VOLUNTARILY terminating their employment.**

Reporting Requirements: Employees must notify their supervisor at least two (2) hours prior to the start of their scheduled shift if they are going to be late.

- Employees must notify their supervisor at least twelve (12) hours prior to the start of their scheduled shift if they are going to be absent.
- Failure to report your absences correctly will be considered an incident.

Guidelines for Attendance Control: Based on the number of incidents in a twelve-month rolling period, an employee will be subject to disciplinary action under the following guidelines:

- 1) Two incidents in any 30-day calendar period result in a documented Friendly Reminder.
- 2) Three incidents in any 60-day calendar period result in a documented Verbal Warning.
- 3) Two additional incidents within the next 90-day calendar period, following the verbal warning, will result in a Written Warning.
- 4) Any additional incidents within the next six months after the written warning will result in suspension and/or termination of employment, pending investigation and review by management.

Deputy- Time Clock Obligations

It is each employee's responsibility to ensure that they are clocked in prior to their scheduled start time. Each employee is also responsible for clocking out at the end of their shift. ***Should an employee clock another employee in, or out, they will receive appropriate disciplinary measures up to and including termination.***