

LEARNING NEVER ENDS, LLC

Policy Number: 5.02

Page: 1 of 3

Date: 10/28/2024

Subject: Employee Attendance

Policy:

LEARNING NEVER ENDS, LLC shall establish daily work schedules and maintain daily employee attendance records for all employees. Employees are expected to arrive on time for their scheduled shifts. On those occasions when an employee fails to adhere to this policy, disciplinary procedures will be enacted. See section on Employee Disciplinary Action.

Procedure:

A. Calling Off Work/Absenteeism

1. Employees must notify their immediate supervisor or another Administrator by 11:00pm the night before their scheduled 7:30 a.m. start time of their morning transportation route. They cannot leave a text but must speak directly to them.
2. Unless the employee is totally incapacitated, they may not have a relative or friend call off for them.
3. In all cases, a message may not be left by the employee to inform their immediate supervisor or another Administrator of their intended absence.
4. Employees must notify the Administrator each day that they are absent.
5. If an employee calls off work due to an illness or medical procedure, a "return to work" statement may be required from a physician.
6. If an employee requests to leave a shift or calls off work due to what may be a "work related injury or illness," they must seek medical attention at either an emergency care facility or their primary care provider. This must be done immediately or within 24 hours. They must inform the attending medical staff of the circumstances surrounding the injury or illness and its status as work related. Employees must submit a return-to-work statement to their immediate supervisor prior to returning to their scheduled shift.
7. Employees requesting to leave during a scheduled shift or daily assigned schedule cannot leave unless they receive authorization from a supervisor.
8. Employees within their initial probationary period may not access their PTO (Personal Time Off) or call off work.
9. If an employee fails to arrive to his/her scheduled shift without notifying their immediate supervisor or another Administrator, disciplinary action will be taken. If this occurs for (2) consecutive days, LEARNING NEVER ENDS, LLC will consider the position abandoned and the employee can be discharged.

LEARNING NEVER ENDS, LLC

Policy Number: 5.02

Page: 2 of 3

Date: 10/28/2024

Subject: Employee Attendance

B. Tardiness

1. Employees are expected to begin their daily transportation routes on time and arrive to LEARNING NEVER ENDS, LLC no earlier than 8:45 a.m. and no later than 9:00a.m. with consumers, unless previously approved by supervisor. When an employee anticipates that he or she will arrive to work later than 9:00 a.m. he or she must notify the Associate Site Director or Supervisor and inform them of the reason for their anticipated late arrival. In the event that the employee is unable to reach the Associate Site Director or Supervisor he or she may notify another Administrator.
2. In the event that a pattern of tardiness is observed due to transportation routes, the Associate Site Director may alter the employees required route start time and/or transportation pick-ups. In the event that the employee's route is altered and frequent tardiness persists, disciplinary action will be enforced.
3. Frequent tardiness for any employee not providing transportation will not be tolerated and will be subject to immediate disciplinary action.

C. Documenting Absences/Tardiness

1. When an employee is tardy or absent from work, the employee's immediate supervisor will complete an Employee Point Tracking Form to place in the employee's file and provide this documentation to the HR Department for tracking.
2. In the event that an employee has no personal leave balance to access, the employee's absence will be considered Leave Without Pay.

D. Excessive Absenteeism

1. Excessive absenteeism will not be tolerated. If a pattern of excessive absenteeism (excused or unexcused) is established, disciplinary action may be taken.
2. Excessive absenteeism does not apply to authorized suspensions, approved FML, emergency military duty, work-related injury or bereavement leave.
3. Patterns of absenteeism will be a considering factor during employee performance evaluations.

LEARNING NEVER ENDS, LLC

Policy Number: 5.02

Page 3 of 3

Date 10/28/2024

Subject: Employee Attendance Policy Addendum:

1. Points Tracking System

Unexcused Absences (notified after 11:00pm day before) 4 Pts.	Unexcused Absences (notified before 11:00pm day before) 2 Pts.	Tardy 1 Pt.	Leave Early 1 Pt.	Missed Mtg./Training 4 Pts.
--	---	---------------------------	---------------------------------	---------------------------------------

2. Progressive Disciplinary Process for Accrued Points

8 Pts.	Counseling Statement
10 Pts.	Written Warning
12 Pts.	Final Written Warning
15 Pts.	Termination

- 3. All points will be removed from the attendance record after a period of six (6) months, beginning from the date of the first occurrence.
- 4. If staff provide appropriate documentation to Supervision/HR Department absence points can be removed.



Co-Owner



Co-Owner