**Attendance/Absenteeism/Tardiness**

Because every job at **COMPANY NAME** is important to the Company's efficient operation, **COMPANY NAME** depends on employees to come to work each day, arrive on time, and not leave work earlier than scheduled. Regular and punctual attendance is essential to our success and is an expected and essential function of every position at **COMPANY NAME**. Absenteeism and tardiness reduce efficiency and burden fellow employees. Attendance is also a key factor in your performance appraisal.

If you are late or must be absent, you are required to provide reasonable notice to your supervisor. COMPANY NAME’s call-in procedures are listed below:

**Notice/Call-In Procedure – Emergencies**

If you are unable to work, report to work on time, or to work your entire workday due to illness or a personal emergency, you must notify your supervisor as soon as possible; if you are unable to report to work (or report to work on time), you should contact your supervisor to provide notice as far in advance as possible, but no later than thirty (30) minutes before you are scheduled to start work, unless not practicable.

All notifications of absences must be either face-to-face or by telephone to your supervisor. No employee may “call in sick” by email, instant message, text message, or social media or by leaving a message for another employee.

When you contact your supervisor to report your need for leave, you must provide at least the following information:

* The reason for your absence, with sufficient information to allow us to determine whether the FMLA may apply to your request;
* When your leave will begin and when you expect to return to work, including specific dates and times of absences, if known; and
* A telephone number where you may be reached for further information.
* If your need for leave is covered by the FMLA, you must also call **[FMLA Administrator and contact information]**; if you fail to do so, your leave will not be covered by the FMLA.
* Failure to follow this Notice / Call-In Procedure may result in corrective action up to and including termination.
* Excessive, unapproved absences not otherwise covered under protected leave such as FMLA may also result in corrective action up to and including termination.
* Absences due to an illness that lasts longer than three (3) days may require documentation such as a doctor’s note.
* If you are leaving work early, you must make sure that any urgent, uncompleted tasks are arranged to be completed by another employee.

**Notice/Call-In Procedure – Scheduled Absences**

Excused absences and tardies are those that are pre-arranged and approved in advance by your supervisor.

For scheduled absences or times you need to leave early or arrive late – such as a routine doctor’s appointment or a vacation, the Company requires at least three (3) weeks’ advance notice, unless your supervisor observes different rules for your department. In you are not at your workstation at your assigned starting time, or you clock in after your start time, you will be considered tardy.

If you are absent three or more consecutive workdays without giving proper notice to your supervisor, the Company will deem you to have voluntarily abandoned your job and will interpret this as your voluntary resignation from employment.

Reviewed for NC/SC law only.