

LOYOLA ENTERPRISES, INC.

POLICIES & PROCEDURES

CLASSIFICATION: Employee Relations

Number: III-1

Effective Date: 06-17-98

SUBJECT: Attendance

Revision Date: 07-09-09

LOYOLA depends on their employees to attend work as scheduled. Attendance, punctuality, and dependability are essential at all times.

Employees are expected to be at work on time during all scheduled working hours. If the employee is unable to report to work, he/she must contact their immediate supervisor as early as possible and inform them of the absence. Employees must call in each day of an absence.

One (1) absence without proper notification may result in suspension of three (3) scheduled days without pay or termination. A second absence without proper notification within a one (1) year period may result in termination.

Two (2) consecutive absences without proper notification will be considered job abandonment and will result in termination.

Deficiencies in attendance, except as specifically defined below, will be corrected through the Disciplinary Action policy.

Absences for the following reasons are excluded from this policy:

- Personal leave time approved in advance
- Approved time off without pay scheduled in advance (leave of absence, military leave)
- Civic duty
- Bereavement leave
- Lost time due to worker's compensation injury or illness
- Authorized time off when work load is minimal