

Anthony Medical & Chiropractic

SUBJECT: ATTENDANCE	Effective Date: Immediate
POLICY NUMBER: AMC-1.2005(a)	Review Date: 7/1/2021
PREPARED BY: Human Resource	Revision Date: 12/26/2024

CLASSIFICATION: All Employees

POLICY:

This policy has been created to implement company expectations for employee attendance.

OBJECTIVE:

The purpose of this policy is to outline attendance expectations as well as the appropriate call-out procedures for employees to use regarding attendance communications.

ASSIGNMENT:

The Attendance policy is for all employees of Anthony Medical & Chiropractic.

Anthony Medical & Chiropractic expects all employees to conduct themselves in a professional manner during their employment. This includes practicing good attendance habits. All employees should regard coming to work on time, working their shift as scheduled, and leaving at the scheduled time as essential functions of their jobs, i.e., good attendance habits form an integral part of every employee's job description.

SCOPE OF POLICY:

1. Anthony Medical & Chiropractic will follow a point system to assist employees to monitor their attendance.
2. All employees will be required to successfully meet the attendance standards set forth in the Attendance Point System Policy 1.2005(b).
3. Acceptable clocking into work expectations:
 - a) 5-10 minutes prior to morning meeting to prepare the workstation for the day and participate in 8am morning meeting.
 - b) 5 minutes prior to shift if start time is other than 8am.

NOTE: *Massage therapists must assure their area is prepped and ready to receive patients at the patient's appointment time.*

4. Be in required work attire and at your workstation ready for work immediately after the morning meeting or at assigned time if other than 8am.
5. Remain at your workstation unless the needs of the job require being elsewhere, except during authorized breaks (including restroom breaks).
6. Take only the time normally allowed for breaks.
7. You are expected to remain at work during your entire shift, unless excused by a supervisor.

8. You are not authorized to leave work until the scheduled end of your shift, other than lunch, unless excused by a supervisor.
9. Leave promptly at the end of your shift, unless you have been given advance permission from your supervisor to work past that point.
10. If you have not finished your daily tasks, inform your supervisor of at least one hour prior to the end of your shift so accommodation(s) can be arranged to assist you.
11. You are responsible for personally notifying your supervisor or designated manager if you are going to be either absent or tardy, unless a verifiable emergency makes it impossible for you to do so.
12. If you are absent without notice for 2 days in a row, you will be considered as having abandoned your job, and the Company will process your work separation as a voluntary resignation on your part.
13. All employees are required to review and acknowledge receipt of the Attendance Policy and Attendance Point System Policy.
14. Policy will be available to all employees at Anthony University.
15. Employees must request (1) day off a minimum of 2 weeks in advance for consideration to be approved.
16. Employees must request (2+) days off a minimum of 4 weeks in advance for consideration to be approved.
17. All time off requests must be submitted electronically through the company website at www.anthonychiro.com (*click Staff Portal at the bottom of the page*).

NOTICE OF ABSENCE OR TARDINESS:

Under certain circumstances, absence or tardiness on your part may be excused if you inform your designated supervisor or manager of such a problem before the start of your shift.

We require advance notice of attendance issues so that other arrangements can be made to cover your absence, if necessary.

"Proper notice" means that you call the designated supervisor or manager prior to the start of your shift and personally notify your supervisor or designated manager about the problem, unless a verifiable emergency makes it impossible for you to do so.

It is not sufficient to call in and leave a message with a coworker or someone else who has not been designated as a supervisor or manager.

All supervisors and managers have been advised to make themselves available to take calls such as these, so there should be no reason to worry that you will not be able to reach an appropriate person to advise of your attendance problem.

If you fail to give proper notice of attendance problems in advance as explained in this policy, you may be subject to disciplinary action, up to and possibly including discharge.