

Anthony Medical & Chiropractic

SUBJECT: ATTENDANCE - POINT SYSTEM	Effective Date: Immediate
POLICY NUMBER: AMC-1.2005(b)	Review Date: 1/1/2022
PREPARED BY: Human Resource	Revision Date: 12/26/2024

CLASSIFICATION: All Employees

POLICY:

This policy has been created to implement a point system to support our company attendance policy.

OBJECTIVE:

The purpose of this policy is to maintain regular attendance and punctuality by staff to promote high levels of productivity to maximize efficiency and operational consistency.

ASSIGNMENT:

The Attendance Point System is for all hourly employees, supervisors, office managers, assistant managers, manual therapists, and non-contracted licensed staff.

SCOPE OF POLICY:

This policy is to provide consistent and fair attendance oversight while instilling personal accountability, so employees have a mechanism to monitor their own attendance status as well as a clear understanding of the company's attendance policy.

The Attendance Point System Policy is supported by:

1) Policy 1.2005(a) - Attendance; 2) Policy: 1.2001 - Absenteeism; and 3) Policy 1.2002 - Tardiness.

The executive leadership team maintains the right to assess extenuating circumstances on a case-by- case basis for corrective actions issued regarding this policy.

DEFINITIONS:

The key policy definitions which will be referred to by Anthony Medical & Chiropractic regarding this policy are as follows:

Absent – Missing one or more excused or unexcused consecutive workdays.

Tardy – Arriving up to 14 minutes after scheduled start time.

Late – Arriving 15+ minutes after scheduled start time.

Left Early – Leaving 15+ minutes before end of scheduled shift.

No Call No Show – No prior or immediate notification of missing a workday including up to 1 hour after scheduled shift begins.

POINT SYSTEM PROCESS:

1. All employees must inform their assigned manager/supervisor of all preplanned/unplanned absences or in the event of being tardy.
2. The following points will be assigned to the employee for failure to follow policies regarding Attendance, Absenteeism and Tardiness.

REASON	POINTS	DEFINITION
Tardy - Early Notice	1	Tardy: 1-14 minutes passed start shift with early notice
Tardy - W/O Notice	2	Tardy: 1-14 minutes passed start shift without early notice
Tardy - Patient Care Impact	4	Tardy: 1-14 minutes into patient treatment window
Tardy - Probation EE	5	Tardy: 1-14 minutes passed start shift w/o early notice while in 90-day probationary period
No Call No Show	10	NCNS: 2+ hours after the start of shift
Late - Early Notice	3	Late: 15 minutes - 1Hr59 minutes after start of shift with early notice
Late - W/O Notice	4	Late: 15 minutes - 1Hr59 minutes after start of shift with late/no notice
Late - Patient Care Impact	5	Late: 15 minutes - 1Hr59 minutes after start of shift with patient care impact
Late - Probation EE	6	Late: 15 minutes - 1Hr59 minutes after start of shift with late/no notice while in 90-day probationary period
Left Early - Insufficient Notice	3	Left early before the end of shift with insufficient notice
Left Early - Patient Care Impact	5	Left early before end of shift with insufficient notice and patient care impact
Left Early EE Insufficient Notice	6	Left early before end of shift with insufficient notice and patient care impact while in 90-day probationary period
Unexcused Absence	5	UA: Called out for shift w/o advanced notice. UA can be reduced to EA if MD notes are provided for the absence; however, it is not required by the employee
Unexcused Absence EE	7	UA: Called out for shift w/o advanced notice while in 90-day probationary period. UA can be reduced to EA if MD notes are provided for the absence; however, it is not required by the employee
Unexcused Absence RTO/Holiday Adjacent	6	UA: Absence reported during or adjacent to scheduled requested time off (RTO) or holiday periods.
Excused Absence	3	EA: Provided advance notice of call out for shift short of the preferred 2-week window

Excused Absence - EE	4	EA: Provided advance notice of call out for shift short of the preferred 2-week window while still in 90-day probationary period
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3. Employees will be assigned 20 points for a rolling 12-month period.
4. Requested days off or vacation will not be assigned attendance points, if preapproved:
 - a) 2-weeks in advance per day off; b) 4-weeks in advance for 2 or more consecutive days off.

PERFORMANCE CORRECTION ACTIONS:

In the event an employee does not meet the expectations of this policy, the following corrective actions may be enforced upon reaching the following points.

POINTS	PERFORMANCE ACTION
1-4	Verbal
4-8	Verbal Warning
8-12	Written Warning
12-16	Final Warning
16-20	Termination Consideration

CHRONIC ABSENCES OR TARDINESS:

If an employee is exhibiting chronic issues with tardiness and absenteeism during the rolling 12 months, managers may consider performance corrective actions, after reset, to resolve chronic issues.

This policy is a tool to assist employees maintain attendance compliance. Anthony Medical & Chiropractic reserves the right to provide corrective and/or disciplinary action outside of the scope of this policy based on the continuation of chronic behaviors or the severity of the occurrence.