Attendance & Tardy Policy

I. Purpose:

In order for IC3 to operate a quality childcare center effectively and efficiently, the Center depends upon each employee to show up for work on a regular, consistent and timely basis. IC3 understands the need for employees to balance their work and personal time. At the same time, it is necessary to place reasonable expectations about time away from work to ensure that each individual's job responsibilities are appropriately carried out and all employees are treated consistently in dealing with time away from work.

II. Scope:

This policy applies to all hourly and salaried-non exempt employees.

III. Policy:

A. All employees are expected to show up for work and clock in & out/sign in & out at their scheduled times.

B. Employees unable to report to work as scheduled must follow the Center's call out procedures or time off request procedures (see Employee Handbook & Scheduling Details).

C. Employees are allowed the equivalent of 2 days (as determined by your employment letter) of unexcused time off per month subject to availability based on your benefit time accrual.

   a. Definition of Excused and Unexcused absence:

      1. Excused absences are pre-approved by the Program Director at least 24 hours in advance.
      2. Unexcused absences are any absence not approved in advance.
         1. Unexcused absences may be considered excused with appropriate documentation (Dr. note) presented to the Program Director.

D. Tardiness is defined as arriving to work after your scheduled start time. Excessive tardiness is defined as being late for work more than 4 times in one month.

E. Excessive tardiness is also defined as being late 10 minutes or more on more than one occasion in a month.

F. Tracking of all absences and tardiness will be done on a monthly basis by the Program Director and/or Program Coordinator and a rolling 12 month period will be used.

G. Violating the attendance and tardy policy will result in a verbal warning for the first offense, a written warning for the second offense, a written warning and a plan for improvement created by the employee for the 3rd offense and a 6 month probation & a 10% deduction of vacation or Seniority days for the 4th offense. Any further offenses and the employee's probationary period will be extended and the possibility of suspension and/or termination may occur.

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