



Policy: Attendance
Policy Number:
Effective: 1/1/2001
Department: Human Resources

PURPOSE

The success and efficiency of the Barona Resort & Casino operation depends to a great extent on punctuality. If a staff member is absent or even tardy in reporting to work, it places a burden upon both guest service and fellow staff members.

POLICY

A staff member is considered late when he or she clocks in for work after the start of his or her scheduled shift time. Each Department Head will carry the responsibility of maintaining a calendar or chart used to record each incident of absent or late behavior. The calendar will be available for review by each staff member.

If a staff member is to be absent, he or she must personally call their On-Duty Supervisor at least one hour and a half (1½ hours) before his or her assigned shift begins. Staff members must not rely upon friends, relatives, or other staff members to relay messages to the On-Duty Supervisor, except in cases of emergency.

All absent or tardy behavior will be documented and determined by a Department Head or Shift Supervisor as either "Excused" or "Unexcused". Each Manager will use his or her discretion relative to each incident of absent or late behavior to determine whether the absent or late behavior is excused.

An excused absence or tardy may be due to one or more of the following reasons, and may require appropriate documentation:

- A. On the job injury
- B. Jury duty or mandated court subpoena
- C. Military leave of absence
- D. Pre-arranged absence approved by supervisor
- E. Documented leave of absence approved by Personnel or Department Head
- F. Death in the family
- G. Natural catastrophe or extreme weather condition (i.e. earthquake, flood)
- H. Major unforeseen traffic events (i.e. road closures, sig. alerts)
- I. Hospital confinement
- J. Family emergencies
- K. Ongoing medical condition or illness
- L. Special circumstances with the General Manager's approval

If a staff member reports to work but leaves early for an unexcused reason, it will be counted as an absence for that particular day. If a staff member leaves early *and* without authorization from the On-Duty Supervisor, it may be considered job abandonment and a voluntary resignation.

Patterns of absenteeism or tardiness may result in disciplinary action up to and including suspension pending investigation and/or possible termination.

A staff member who is ill and absent for three or more consecutive days will be required to provide a doctor's note permitting the staff member to return to work. Staff members who are unable to work for more than one day must call their supervisor each additional day they are absent. This requirement may be waived if the staff member submits a doctor's note excusing him or her from the first and/or additional days of absence.

Multiple and consecutive absences due to the same illness should be considered "one incident". If an absence extends beyond five or more consecutive days, and the staff member has been employed for more than 90 days, a Leave of Absence may be suggested in order to ensure the staff member sufficient time to recuperate. Any Leave of Absence must comply with Barona's Leave of Absence Policies and Procedures, which require the approval of the staff member's manager and Human Resources.

An excused absence or tardiness will not be recorded for the purposes of disciplinary action. All unexcused absent or tardy behavior will be recorded on an ongoing basis. Attendance reports will be maintained in the staff member's personnel file.

PROCEDURE

If absenteeism or tardiness occurs within six consecutive months, the following disciplinary action may be taken:

- Four (4) combined occurrences (absenteeism/tardiness) may result in a verbal warning.
- Five (5) combined occurrences (absenteeism/tardiness) may result in a written warning.
- Six (6) combined occurrences (absenteeism/tardiness) may result in a final written warning.
- Seven (7) combined occurrences (absenteeism/tardiness) may result in a suspension pending possible investigation and termination.

The disciplinary action is communicated to the staff member by the use of a communication form. And the attendance is tracked on an attendance calendar that is maintained by the staff member's immediate supervisor.