



ATTENDANCE POLICY

Attendance and punctuality are very important to the overall success and efficient operation of any business. Good attendance and punctuality are essential components of solid employee performance and are measured by objective standards. Poor attendance and tardiness

- Disrupts productivity
- Harms morale
- Burdens other Team Members
- Makes it difficult to adequately serve our guest

Consequently, you are expected to keep regular attendance, be on time, and work your entire scheduled shifts. When you do not meet these requirements, you will be subject to disciplinary action, which may include termination.

“ABSENCE” is defined as any time you are scheduled to work and are unable to report to work or fail to work your entire scheduled shift, or report to work so late that you are not allowed to work the rest of your shift. Each day you are absent counts as a separate absence, even if the absences are on consecutive workdays. Illness, emergencies and other personal reasons for missing work count as an absence, even though your reason for being gone may be valid and unavoidable. However, Family and Medical Leave, Vacation, Jury Duty, Military Duty, or other leaves of absence provided as employee benefits do not count as “ABSENCE” when properly requested and approved.

“TARDINESS” is defined as any time that you arrive after the scheduled start of your shift.

“NO CALL/NO SHOW” is defined as any time you fail to report to work and fail to call and notify the MIC that you will be absent. ANY employee who fails to report to work for 2 consecutive scheduled shifts **WITHOUT CALLING** in will be deemed to have voluntarily quit. If you will be absent or tardy for your scheduled shift, provide as much advance notice as possible. Notice of less than 2 hours before your shift is not adequate.

An absence will generally result in DISCHARGE when:

- You are absent and do not call to explain your failure to report to work. “No Call/No Shows”
- You give a reason for your absence that is untrue, misleading, or unacceptable.
- The number of absences exceeds 12 days in a 12-month period, or 3 days in the past 3-month period prior to your most recent absence.

A tardy will generally result in DISCHARGE when:

- You are tardy and do not call in, to explain your failure to report to work on time.
- You give a reason for your tardiness that is untrue, misleading, or unacceptable.
- You are late more than 3 times within any 30-day period.

Employment at Taco Bell is at-will. This attendance policy does not alter, amend or modify Taco Bells right to terminate employment at-will, or for fewer absences or tardies that are provided for above, or under other circumstances not specified. **REMEMBER YOU ARE IMPORTANT TO OUR OPERATIONS AND WHEN YOU ARE NOT HERE, SOMEONE ELSE MUST DO YOUR JOB.**

Signature _____

Date _____