



# ATTENDANCE POLICY

## Objective

The purpose of this policy is to set forth procedures for handling employee absences and tardiness to promote the efficient operation of Taco Bell and minimize unscheduled absences.

## Policy

Punctual and regular attendance is an essential responsibility of each employee. Employees are expected to report to work as scheduled, on time, prepared to start working. Employees are also expected to remain at work for their entire scheduled shift. Late arrival, early departure, or other absences are disruptive and must be avoided. This policy does not apply to absences covered by FMLA, Colorado Health Emergency, Bereavement or other leave provided as reasonable accommodation under the ADA Act when properly requested and approved.

## Absence

An absence is defined as the failure of an employee to report to work when he or she is scheduled to work. The two types of absences occurring after the schedule has been posted, are defined below:

- **Excused** absence occurs when one of the following conditions are met:
  - The employee obtains coverage for the shift and receives approval from a manager on the schedule change (i.e., through the crew app, calling other employees, etc.)
  - The employee provides a valid doctor's note for the absence.
- **Unexcused** absence occurs when one of the above conditions are not met. If it is necessary for an employee to be absent due to an illness or emergency, the employee must notify his or her supervisor no later than four hours prior to the start of their scheduled shift by calling the store and speaking to a manager (texting and/or posting in the crew app is not acceptable). If the employee is unable to call, he or she must have someone notify the supervisor. Any notification of less than four hours prior to the start of the scheduled shift will be considered a short call.

Employees with three or more consecutive days of excused absences because of illness or injury must provide proof of physician's care and a fitness for duty release prior to returning to work. Employees must take earned PTO for every absence unless otherwise allowed by company policy (e.g., accommodations listed above).

## Tardiness and Early Departures

Employees are expected to report to work and return from scheduled breaks on time. If employees cannot report to work as scheduled, they must notify their supervisor no later than four hours prior to the start of their scheduled shift by calling the store and speaking to a manager (texting and/or posting in the crew app is not acceptable). This notification does not excuse the tardiness but simply notifies the supervisor that a schedule change may be necessary. Any notification of tardiness less than four hours prior to the start of the scheduled shift will be considered a short call. Employees who must leave work before the end of their scheduled shift must notify a supervisor immediately.

## Disciplinary Action

Excessive absenteeism is monitored by point system and may result in disciplinary action. Each instance of tardiness or unexcused absence carries a point value. Employees may be released and have points reset provided they demonstrate adherence to this attendance policy as outlined below.

Point Rating		
Tardy <3 Minutes or minimum of 4 hours' notice		0 Point
Tardy >3 Minutes or Short Call		½ Point
Early Departure (worked half of shift or more)		0 Points
Early Departure (worked less than half of scheduled shift)		3 Points
Excused Absence		0 Points
Unexcused Absence		3 Points
No Call / No Show		5 Points
Progressive Discipline Process		
Action	Points	Release
No Action	3 ½ Points	120 Days from last violation – 0 Points
Verbal Warning	4 Points	120 Days from Verbal Warning – 0 Points
Written Warning	5 Points	120 Days from Written Warning – 4 Points
Final Written Warning	8 Points	1 Year from Final Written Warning – 6 Points
Termination	9 Points	---

*Employment at Taco Bell is at-will. This attendance policy does not alter, amend, or modify Taco Bell's right to terminate employment at-will, or for fewer absences or tardies that are provided above, or under other circumstances not specified.*