
A Truefitt Collective Employment Attendance Policy

1. POLICY STATEMENT

This attendance policy outlines our expectations about employee/freelancers coming to work. Being punctual when coming to work helps maintain efficiency in the workplace/school setting.

2. SCOPE

Most employees/freelancers need to collaborate with their colleagues or school (Staff on site) to do their job. To make this collaboration easier, we expect employees/freelancers to be punctual and follow their schedule. This company attendance policy applies to all nonexempt employees/freelancers regardless of position or type of employment.

3. POLICY OVERVIEW

Employees/freelancers at A TRUEFITT COLLECTIVE are expected to be present at work, on time, everyday. Regular attendance and punctuality are important to keep your team/school and the company running smoothly. Arriving late, being tardy, or absence from work causes disruptions and burdens colleagues and management.

4. REPORT OF ABSENCE

Employees/freelancers are given a five minutes grace period at the start and end of each scheduled shift due to unforeseen travel disruption.

Employees/freelancers are required to report any absence by calling KASIA TRUEFITT and the SCHOOL immediately. Employees/freelancers must report each day they are absent. Failure to call one hour prior to a shift will result in a no call - no show. Attendance infractions reset every 6 MONTHS.

5. UNFORSEEN ABSENCES

We will understand if you have good reasons for being absent or late. Those reasons usually involve serious accidents and family or acute medical emergencies. We may ask you to bring us doctor's notes or other verification. In these cases, we will record your absence as 'excused'.

The following list (but not limited to), although not exhaustive, includes reasons that we don't consider excused absence:

- Waking up late.
- Stopping on the way to work for personal reasons.
- Traffic or public transportation delays excluding situations that result in closing of roads.
- Bad weather. Excluding extreme weather conditions like blizzards, hurricanes and floods.
- Holidays/days missed that haven't been approved.

6. EXCUSED, UNPAID ABSENCES WITHOUT DISCIPLINARY ACTION

Excused, unpaid absences can be granted for funerals, jury duty, bereavement, childbirth, a car accident, medical appointment, and unavoidable emergencies. In these cases, employees/freelancers must provide documentation to prove the reason for absence.

7. ATTENDANCE POLICY EXCEPTIONS

Absence because of bereavement, jury duty, or military duty are exempt from disciplinary action. Bereavement, jury duty and military exemptions require proper documentation and to be given to a manager within 48 hours of the absence.

8. OVERVIEW OF DISCIPLINARY ACTION FOR ATTENDANCE INFRACTION

Attendance issues will result in progressive disciplinary action up to and including dismissal. The different steps that can lead to a layoff are:

1. Verbal warning.
2. Written warning.
3. Meeting with managers, possible dismissal.

If employees/freelancers are absent for three or more consecutive days, evidence for excusing the absence, such as a doctor's note, must be provided.

If an employee/freelancer is a no-call, no-show for three or more consecutive days, it will be considered a job abandonment or termination without notice.

Employees may request exceptions for work absences from management by filing out a request form for the required days off. This document will be given upon request to employee/freelancer. Please note that during the length of a term period, we will allow a maximum of two days unpaid absences and this will be subject to approval from managers.

9. REVIEW AND REVISION

This policy will be revised as it is deemed appropriate, but no less frequently than every 12 months.

Policy review will be undertaken by management at A TRUEFITT COLLECTIVE.

I Understand and agree to the above.

Employee/Freelancer

Company

Authorised Signature:

Authorised Signature:



Print Name and Title

Print Name and Title

Mrs Kasia Truefitt