**Department:** All Departments

**Date:** June 2019

**Applies to:** All team members

**Criteria:** Calling in Sick / Arriving Late / Not Showing for Work Shift

**Purpose:** To ensure that all employees follow proper procedures when calling in sick for a shift, arriving late to work or not showing up for work.

**Source:** Freemont Properties Employee Handbook

**ATTENDANCE AND PUNCTUALITY**

To maintain a safe and productive work environment, Fremont Properties expects employees to be reliable and to be punctual in reporting for scheduled work. Absenteeism and tardiness place a burden on other employees and on Fremont Properties. In the rare instances when employees cannot avoid being late to work or are unable to work as scheduled, they should notify their supervisor or management at the Main Office as soon as possible in advance of the anticipated tardiness or absence.

Poor attendance and excessive tardiness are disruptive. Either may lead to disciplinary action, up to and including termination of employment.

**Calling in Sick**

If you are going to call in sick for your shift, you MUST:

* Immediately contact your supervisor AND call the hotel front desk to notify that you will not be in for work at least two (2) hours prior to your shift.
* Notify the front desk what shift you will be missing and who you report to
* You must contact your supervisor to inform them of when you will return to work
* Text messages or email will not be accepted as a method of calling in sick
* Contacting a friend to pass your message is not acceptable. You must be responsible.

**Reporting Late for Work**

You are expected to be on the floor and ready to work for your shift at your scheduled time. If you will be more than 10 minutes late reporting for work, you must notify your manager as soon as you realize that you will be late.

*Reporting late to work more than three times in a month (within 30 days) will lead to disciplinary action being taken, up to and not excluding termination.*

**Not Showing for Work**

We understand that sometimes things happen in your lives. You also have a commitment to your employer and fellow employees to report for work. If you cannot report to work, you must inform your manager/Front Desk and/or General Manager of your absence. Regardless of the reason, communication must exist so that we at least know that you are not ill, in danger or if we can be of any assistance to you or your situation.

That said, failure to report for your shift will result in disciplinary action being taken, up to and including termination. It is your responsibility to notify/contact management at the property.

***Should you not report to work for three (3) days, we will consider your position abandoned and will begin to process your termination of employment with Fremont Properties and the Hotel.***

**PROGRESSIVE DISCIPLINE**

The purpose of this policy is to state Fremont Properties position on administering equitable and consistent discipline for unsatisfactory conduct in the workplace. The best disciplinary measure is the one that does not have to be enforced and comes from good leadership and fair supervision at all employment levels.

Fremont Properties own best interest lies in ensuring fair treatment of all employees and in making certain that disciplinary actions are prompt, uniform, and impartial. The major purpose of any disciplinary action is to correct the problem, prevent recurrence, and prepare the employee for satisfactory service in the future.

Although employment with Fremont Properties is based on mutual consent and both the employee and Fremont Properties have the right to terminate employment at will, with or without cause or advance notice, Fremont Properties may use progressive discipline at its discretion.

Disciplinary action may call for any of three steps—verbal warning, written warning, or termination of employment—depending on the severity of the problem and the number of occurrences.

Progressive discipline means that, with respect to many disciplinary problems, these three steps will normally be followed. However, there may be circumstances when one or more steps are bypassed.

Fremont Properties recognizes that there are certain types of employee problems that are serious enough to justify termination of employment, without going through the usual progressive discipline steps.

While it is impossible to list every type of behavior that may be deemed a serious offense, the Employee Conduct and Work Rules policy includes examples of problems that may result in immediate suspension or termination of employment. However, the problems listed are not all necessarily serious offenses, but may be examples of unsatisfactory conduct that will trigger progressive discipline.

By using progressive discipline, we hope that most employee problems can be corrected at an early stage, benefiting both the employee and Fremont Properties.