



**GROUP**

## **EMPLOYEE ATTENDANCE POLICY & GUIDELINES**

This Policy is Applicable to the following entities:

Caribbean Auto Terminal (2019) Ltd	-	Kingston
ATC Freight & Shipping Limited	-	Kingston & Montego Bay
ATC Vessel Support Limited	-	Kingston
Kestrel Liner Agencies Limited	-	Kingston & Montego Bay
Fresh & Direct Limited	-	Kingston
Overseas Automotive Limited	-	Kingston
Regal Customs Brokers Limited	-	Kingston
CaribTrans		Kingston & Montego Bay

### **Purpose**

Employee work attendance has a direct effect on the ability of a company or department to perform work and/or provide services in support of ATC Groups mission. The EMPLOYEE ATTENDANCE POLICY & GUIDELINES has been established to assure that:

- There is consistent enforcement of attendance regulations and consistent application of corrective action on a corporate-wide basis.
- Appropriate corrective action is taken at the lowest level sufficient to address attendance concerns.
- Clear steps are followed so that supervisors and employees may discuss attendance problems affecting the work unit and its productivity and provide adequate time for employees to correct attendance deficiencies.

### **Policy Statement**

It is the policy of the ATC Group that employees report for duty at the assigned time and place, remain on duty during scheduled work hours, and accurately report hours worked and leave taken in accordance with these guidelines. Excessive absenteeism and tardiness disrupts normal operations and place an extra burden on fellow employees. Abuses, therefore, will be subject to disciplinary action.

Unless otherwise noted below, this policy is applicable to all employees of ATC Group, including full-time, part-time, and temporary employees.

### **Who Should Know This Policy**

- Management Personnel
- Supervisors
- Staff



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### **Definitions**

For purposes of this policy, the terms used are defined as follows:

Absence	When an employee misses one or more consecutive scheduled workdays for a single reason.
Excessive absence	When an employee is away from work to the extent that completion of normal work requirements is adversely affected.
Failure to remain on duty	When an employee does not obtain permission to leave the work site during scheduled work time or takes or exceeds a break period without authorization.
No-message, no-show	When an employee both fails to report for work at the start of a scheduled work shift and fails to notify the supervisor or designated person within 15 minutes of the start of the work shift of an intention to be absent.
Overtime	Hours worked by a non-exempt employee in excess of eight hours in one day or 40 in one week.
Pattern of absence	When an employee's absences occur with a common factor (day of week, day before/after holiday, etc.) at least 3 times within 6 months.
Tardiness	When an employee fails to report to work at the scheduled starting time.
Unauthorized absence	An absence for which the employee's supervisor/department has not been properly notified.

### **Attendance**

ATC GROUP employees are expected to have 100% attendance and are responsible for daily recording their own working hours using the devices and methods described below.

#### **Office hours 8:30 am – 4:30 pm weekdays**

All employees must sign in and out at the workplace on Arrival, Lunch breaks, and on/off-Premises activities, and apply for all Leave using any of the following devices:

- **Desktop Computer** located at your workstation (Preferred sign in/out method)
- **Smart Phone** – Sign in/out recognized only at mapped work or home location
- **Tablet** - Sign in/out recognized only at GPS mapped work or home location
- **Kiosk** stationed at your office location – Fast sign in/out using biometric scan



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Employees can view their attendance and leave history via their desktop computer, mobile phone or tablet. Kindly note that failure to sign in/out as required above, will immediately be noted by the supervisor and HR Department. If this failure persists, the employee will be subject to reprimand, recorded Instances of Absence, and can lead to termination.

### • **Absence**

An Absence is any time you are not at work during your scheduled hours, regardless of the reason. However, not all Absences reflect negatively on your record, only “Instances of Absence” may.

### • **Instances of Absence.**

An “Instance of Absence” (or “Instance”) is one or more *unscheduled or unapproved* continuous day(s) or partial day(s) of Absence.

**Exceptions.** The following Absences will *not* be counted as an Instance:

- Approved Vacation time
- Personal Leave time
- Approved Compensatory Time
- Bereavement Leave - Advance notification to your supervisor is required, when possible and must be approved by manager.
- Jury duty - Court provided document and advance notification to your supervisor is required and must be approved by manager.
- Scheduled and approved Sick time (i.e., surgery, scheduled doctors' appointments)

- **Unscheduled** - Unscheduled means less than one day notice to your direct supervisor.

### **Guidelines for Instances of Absence**

Department Managers and Human Resources Department (“HR”) will monitor Instances of Absence. HR will advise on the action to be taken upon the accumulation of a certain number of Instances within a given time, taking into consideration the following:

- (1) The number of days taken.
- (2) The number of Instances.
- (3) The pattern of Absences.
- (4) The employee’s past record; and
- (5) The reasons for the Instances of Absence.



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Although the specific action taken in each instance will be determined by Human Resources and the Department Manager, the following actions will be taken based on accumulation within the time specified.

**Time period:** 3 Months  
**Number of Instances:**  $\geq 3$   
**Action Likely to be Taken:** Your attendance record will be reviewed with you to determine contributing problems and possible solutions.

**Time period:** 6 Months  
**Number of Instances:**  $\geq 5$   
**Action Likely to be Taken:** Your attendance record will be reviewed with you to determine contributing problems and possible solutions. You will receive a written memo, a copy of which will be maintained in your personnel file.

**Time period:** 12 Months  
**Number of Instances:**  $\geq 9$   
**Action Likely to be Taken:** Your attendance record will be reviewed with you to determine contributing problems and possible solutions. You will receive a written memo, a copy of which will be maintained in your personnel file. An "Unsatisfactory" performance appraisal will be given to you for unsatisfactory attendance and dependability unless you give your supervisor documentation explaining the valid reasons for these Instances of Absence to his/her satisfaction.

Please be advised that receiving two "Unsatisfactory" performance appraisals in a row (for poor attendance or any other reason) is just cause for dismissal from the company.

This policy does not prevent ATC GROUP from taking separate disciplinary action against employees for other policy violations, including insubordination, theft, and fraudulent use of sick and other leave.

### **Procedures**

#### **1. Pre-schedule All Vacation and Compensatory Time Use.**

Vacation leave and use of compensatory time must be requested as far in advance as possible and is subject to Company operating needs.



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**2. Pre-schedule All Absences.** When possible, you should schedule all Absences (Including late arrivals and early departures) in advance with your supervisor. Prescheduled and approved use of sick and other types of leave, such as a vacation, a doctor's visit or a funeral, will not be counted as an Instance of Absence.

### **3. Unscheduled Absences.**

If it is not possible to pre-schedule an Absence (including a late arrival or early departure), you must:

- Notify your supervisor and Team WhatsApp group within a ½ hour of the start of the workday.
- Give the reason for the Absence; and
- Give an estimate of how long the Absence will be.
- If the Absence is continuous or lengthy, notify your supervisor and team daily, or as otherwise required by your supervisor.

For each Unscheduled Absence you will be charged with an Instance of Absence unless the Absence is exempted from the definition of "Instance" above.

If you do not notify your supervisor and team within a ½ hour of the start of the workday, and are unable to provide a reasonable explanation, you will be charged with an Instance of Absence. In addition, you will be charged with unauthorized leave from your scheduled start time until the time your supervisor or team is notified.

If you do not contact your supervisor and team at all to notify him/her that you will be absent for the day (a.k.a. "no message, no show"), you will be charged with an Instance of Absence and with unauthorized leave for the day. Disciplinary action may be initiated for repeat offenses. Five (5) or more consecutive days of unauthorized leave is grounds for further discipline, up to and including dismissal.

### **4. Exhaustion of Sick Leave Accruals.**

If you are absent because of illness or injury but have exhausted your sick leave accruals, you must:

- For each Absence, must have your physician provide a documented explanation of the reason for your Absence, and submit to the HR Department.
- If you wish to use other accrued leave in place of your exhausted sick leave, you must make such request in writing and submit it to your supervisor or HR with the document provided by your physician.

If you fail to follow this procedure, you will be charged with an Instance of Absence and with unauthorized leave for the day/s.



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If you have exhausted all other accrued leave time in addition to your sick leave time, you will be charged with unauthorized leave for the day.

### **5. Extended Leaves.**

If you will be absent for an extended period of time because you are sick or injured, you must:

- Obtain a Medical Certificate to be completed by the treating physician stating the reason for the Absence and your return-to-work date.
- Submit the Medical Certificate your or HR prior to or at the time you return to work.

An “extended period of time” is generally five or more days. However, you should Discuss with your Manager or HR determine the exact duration of these leave and whether it can be accommodated.

REV: June 27, 2022