



Monarchs Attendance Policy

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Policy Brief & Purpose

Our **employee attendance policy** outlines our expectations about our employees' coming to work. Being punctual when coming to work helps maintain efficiency in our workplace.

Scope

Monarchs' attendance policy applies to all nonexempt employees regardless of position or type of employment.

Policy Elements

Employees need to be present to instruct / coach students / athletes in order to perform their job. To accomplish this, we expect you to be punctual and follow the schedule you and your manager have agreed on. If you are absent or late in a case of emergency, you should notify the front office for immediate coverage and planning and have a good reason.

Being consistently tardy or absent can cause problems to your colleagues who may have to shoulder your work. This behavior may bring about a "bad attendance" record and you may need to go through progressive discipline.

What is absenteeism and tardiness?

Absenteeism refers to frequent absence from an employee's job responsibilities. This includes not coming to work frequently or taking excessive sick leave without being able to submit doctor's notes.

Presenteeism refers to being present at work for your schedule and beyond even when we don't allow overtime. This can cause you to overwork and have an impact on your productivity and job satisfaction. We want to ensure that you keep your schedule both when coming to work and leaving.

Tardiness refers to coming in late, taking longer breaks than you're entitled to and constantly leaving earlier from work without reason. We probably won't mind if you're a bit late one day or volunteer to leave a little earlier when enrollment is slow. But, we want to make sure you generally follow your schedule and you don't cause disruption in our workplace.

You are responsible for monitoring your working hours through our [*timekeeping system/ software.*] Please be diligent in recording your hours, so you can receive your due payment.

Unforeseen absences

If you can't come in to work one day, notify the front office as soon as possible. If you cannot reach the front office to speak with them, leave a message and email info@monarchsgym.com. Unexcused or unreported absence for more than one day will be considered job abandonment. If you need to leave work early one day, inform your manager.

We will understand if you have good reasons for being absent, even if you don't report it. 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, 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 that haven't been approved.

Good Attendance

You have a good attendance record when you:

- Report consistently to work.
- Come to work at the scheduled shift start time.
- Leave work at the scheduled shift end time (except when paid overtime is required.)
- Remaining at work during working hours (excluding breaks.)
- Take breaks that don't exceed an expected length.
- Notify your manager when you need to be absent or late.
- Be absent or late with good reasons only.

Work Schedules

- Monarchs is normally open for business between the hours of 9am and 9pm, Monday through Friday, and 9am to 4pm Saturday. All employees are expected to be at their workstations at the start of their scheduled shifts, ready to work.
- Exchanging work schedules with other employees is discouraged. However, if you need to exchange schedules, it is your responsibility to find a qualified substitute, notify your supervisor, who may authorize an exchange if possible. Work schedule exchanges will not be approved for the mere convenience of an employee or if the exchange interferes with normal operations or results in excessive overtime.
- The workweek begins at 12:01 a.m. Sunday and ends at midnight on Saturday.

Timekeeping Requirements

- All non-exempt employees must record time worked for payroll purposes using company time keeping software. Employees must record their own time at the start and at the end of each work period, including before and after the lunch break. Employees also must record their time whenever they leave the building for any reason other than Monarchs business. Any changes from your working schedule reflected in employee punches must be specified and initialed by a supervisor and filed with the Facility Manager. All employees must personally punch in and punch out. Allowing another employee to record your punches or alter them is not permissible and is subject to disciplinary action. Salaried and exempt employees are also required to record their time on duty using a punch clock.
- Any errors reflected in your punches should be reported immediately to your supervisor or Office Administrator.

Manager's responsibility

If you manage employees, you are responsible to monitor their attendance. If you notice that a team member is consistently late or absent, arrange a private meeting to discuss. Ask your team member whether they experience issues with their schedule or whether they need help balancing their personal lives with work. Altering their schedule or time management training options may provide a solution.

If you suspect that your team member abuses their sick leave or is willfully tardy, you should inform Administration/HR and start a progressive discipline process.

Disciplinary Action

If your manager suspects you abuse your sick leave, you may need to submit doctor's notes to avoid our progressive discipline process. If you're being tardy unintentionally, corrective counseling will be our first attempt at a solution. We may take disciplinary action that goes up to and including termination if:

- Corrective counseling doesn't work.
- We find that you are willfully tardy.
- Your tardiness or absenteeism impacts your work.

Unexcused and unreported absences don't count as hours worked, so we won't compensate them.