



licensed electrical contractor
firm #00831; license #10195

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212-206-1140

ABSENTEEISM AND TARDINESS POLICY

Attendance: Employees who do not report to work on time or who miss all or part of a day's work, place an extra burden on their fellow employees as well as on the Company. Accordingly, employees who are repeatedly tardy and/or absent for reasons other than military, jury, approved medical, family, or personal leaves of absence will be subject to disciplinary action, up to and including termination. In addition, a no-show or no-call to your Foreman or Superintendent for two or more consecutive days or any falsification of attendance records will result in disciplinary action, up to and including termination.

Call-in Procedure: If an employee finds it necessary to be absent from work, the employee must first call his or her supervisor within one hour of customary start time, explaining the reason for the absence and its expected duration. If the employee will be absent from work a second day, the procedure must be repeated. Failure to call on any day will classify your absence as unexcused. Leaving a message with staff personnel is inadequate. If your supervisor is unavailable to receive any employee's call, then you may leave a phone number where you can be contacted. You may also call the Superintendent at 212-206-1140 extension 144 and leave a message.


Carol Kleinberg 2/28/18
President