



## **Terms and Conditions for Employee Manual Clauses**

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## ATTENDANCE AND PUNCTUALITY

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### *Example 1*

At [company], we ask for a high standard of punctuality and attendance amongst all employees. We believe that punctuality and attendance are paramount to the fundamental principles of professionalism. Employees who disregard these basic principles on a continuing basis may be subject to disciplinary action. If for any reason you are unable to attend work, you would advise your manager no later than one hour prior to your scheduled start time.

### *Example 2*

Team effort is an important component of success. The success of [company] lies on all its associates being present at work to provide excellent service. If you are late or absent you place an extra burden on the property and your fellow associates.

If a situation appears that makes it impossible for you to be at work as scheduled, you must contact your supervisor at least [number] hours before your shift shall start, or as soon as you become aware that you will be late or absent. Do not depend on friends, family or co-workers to report your absence or lateness for you. If you cannot contact your supervisor or another manager in your department, you should request to speak to the manager on duty and provide him or her with the necessary information regarding your absenteeism.

Unless an emergency situation exists, you must make contact with the property yourself. Do not have anybody else call in for you unless you are not able to call in yourself. If you are absent for two or more days, you must call the property each day unless prior arrangements have been made with your department manager. Absence from work for three consecutive days without notifying your supervisor (no call/no show) will be considered as a voluntary resignation.

For absence due to sickness, the company may require at its discretion that you obtain a doctor's certificate. Be aware the repeated absenteeism, tardiness or leaving early may lead to disciplinary action, up to an including termination.

### *Example 3*

We expect every employee to be regular and punctual in attendance. Absenteeism and tardiness places undue trouble on other employees of the Hotel.

In case of emergency, if you are unable to work during your shift hours, you are responsible for communicating with your supervisor about your absence before regular starting time. If you become ill while at work or must leave the office for some other reason before the end of the workday, be sure to inform your supervisor of the situation.

Disciplinary action will be considered for undue tardiness or absence.

If you wish to change the hours of your work or your shift, put your request in writing to your supervisor. Give at least seven working days to consider your request. Each request will be handled on a case by case basis and no assurance is made that a request will be granted.

A "no-call, no-show" for more than three days is considered unacceptable, and any employee in this situation will be removed from the payroll after this period.

*Example 4*

Team Member Attendance

In order to maintain a safe and productive work environment, we expect team to be reliable and punctual in reporting for scheduled work. Absenteeism and tardiness place a burden on fellow team members and on the hotel itself. Poor attendance and excessive tardiness are disruptive to [company] operations and to fellow employees. Either may lead to disciplinary action, up to and including termination of employment.

*Example 5*

The success of [company] depends on a team effort. Therefore, employees need to be at work regularly to provide the quality service expected by our guests. Absence or tardiness puts an extra burden on the rest of the [company] team. As such employees are expected at work on all scheduled workdays and during all scheduled work hours and to report to work on time. Moreover, an employee must notify management as far in advance as possible but no later than one hour before his or her scheduled starting time. If an employee is to be absent more than one day, prior arrangements should be made with management. All employees will be required to submit a doctor's certificate if absent due to illness. Absence or failure to call management for [number] consecutive days will be considered as voluntary termination.

There is a clear connection between attendance and personal success at [company]. A careful record of absenteeism and lateness is kept by the company and becomes part of the employee personal record. Frequent or unexplained absences, or tardiness, will seriously harm any chances for promotion or transfer, and is cause for disciplinary action including termination.

*Example 6*

Employees are required to accurately account for hours worked on a daily basis. Employees must personally account for their work hours, indicating the time they arrived at their workstation, when they took meal breaks and when they left for the day. Employees are not to clock or sign in or out for any other employee. Violations to this policy may result in appropriate disciplinary action, up to including immediate termination.

Time sheets and other payroll documents are confidential property of the restaurant and are not to be photocopied without authorization.