

FARNCOMBE CONSTRUCTION

CIVIL ENGINEERS AND GROUNDWORK CONTRACTORS

Bowenhurst Farm, Bowenhurst Lane, Off Mill Lane, Crondall, Farnham, GU10 5RP
Tel: 01252 851969

www.farncombeconstruction.co.uk

Email: info@farncombeconstruction.co.uk

Employee Attendance policy

Policy Statement

Farncombe Smith 1990 LTD T/A Farncombe Construction is committed to conducting its business with honesty and integrity at all times. If, at any time this commitment is not respected or appears to be in question, Farncombe Construction will endeavour to identify and remedy such situations. Therefore, the company has outlined its expectations about employees' coming to work. Being punctual when coming to work helps maintain efficiency in our workplace.

Scope

Most employees need to collaborate with their colleagues to do their job. To make this collaboration easier, we expect employees to be punctual and follow their schedule. This company attendance policy applies to all non-exempt employees regardless of position or type of employment.

Definitions

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 beyond your schedule even when we don't require 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 into work 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 morning or leave a little earlier on a Friday. But we want to make sure you generally follow your schedule and don't cause disruption in our workplace.

Policy Overview

Employees at Farncombe Construction are expected to be present for work, on time, every day. Regular attendance and punctuality are important to keep your team and the company running smoothly. Arriving late, being tardy or absence from work cause disruptions and burdens colleagues.

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Unforeseen Absences

If you cannot come into work one day, notify your manager as soon as possible. Unexcused or unreported absence for more than three days will be considered job abandonment. If you need to leave work early one day, inform your manager.

We will understand if you have a good reason for being absent, even if you don't report it. Those reasons usually involve serious accidents and family or acute medical emergencies, or advice issued by government to follow medical guidelines. 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.
- Holidays that haven't been approved

Report of Late Arrival or Absence Procedure

Employees that are late/absent or know that they will be late/absent must notify management at their location of work asap. If they have made an arrangement to travel to site/work with a colleague(s) the driver should also be notified 20 minutes prior to the time they have arranged to meet. Employees that have made arrangements to bring colleagues to their place of work must notify management at their place of work and the colleagues they have made the arrangement with as soon as possible and before the arranged meeting time.

Employees who consistently fail to attend on time, are absent, or fail to notify management, or colleagues they have made arrangements with receive disciplinary action up to and including termination. Attendance infractions reset every year.

Late Arrival Grace Period

Employees are given a 15-minute grace period at the start of the working day and a 5-minute grace period at the end of each scheduled shift and for breaks/lunch.

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Excused, Unpaid Absences without Disciplinary Action

Excused, unpaid absences can be granted for funerals, jury duty, bereavement, childbirth, a car accident, medical appointment, and unavoidable emergencies. In these cases, employees may be required to documentation to prove the reason for absence.

Attendance Policy Exceptions

Absence because of bereavement, jury duty, or military duty, are exempt from disciplinary action. Jury Duty and Military exemptions require proper documentation to be given to a manager within 48 hours of absence.

Overview of Disciplinary Action for Attendance Infraction

Attendance issues will result in progressive disciplinary action up to and including dismissal. The different steps that can lead to a layoff are

- Verbal warning
- Written Warning
- Meeting with Manager/Supervisor, possible suspension

If an employee is absent for seven or more consecutive days, evidence for excusing the absence such as a doctor's note, must be provided.

If an employee is a no-call / no-show for seven or more consecutive days, it will be considered a job abandonment or termination without notice.

Employees may request exceptions for work absences from management. These must be approved on a case-by-case basis.

Signed: *R. Farncombe-Smith*

Date: 1st June 2020

Rod Farncombe-Smith
Director