

Amended Attendance Policy: Points-Based System

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Effective ___/___/2026

In the event of any inconsistency, conflict, or discrepancy between the provisions of this Attendance Policy and any existing administrative policies, procedures, or guidelines of McPherson College, the terms of this policy shall govern and control. All administrative policies shall be interpreted and applied in a manner consistent with this Attendance Policy, and to the extent any such policies cannot be so reconciled, the provisions of this Attendance Policy shall supersede and prevail.

This policy outlines attendance expectations, definitions, point assignments, supervisor and employee responsibilities, and procedures related to absences, tardiness, and job abandonment.

1. Purpose & Philosophy

McPherson College values reliability, communication, and professionalism. Poor attendance and excessive tardiness are disruptive. This Attendance Policy is intended to promote fairness, clarity, and consistency while supporting operational needs and employee well-being. Employment at

McPherson College is not guaranteed for any specific period. Either McPherson College or the employee may end the employment relationship at any time, for any lawful reason, with or without notice. This policy does not create a contract or promise of continued employment.

2. Definitions

- **At Will Employment:** Either McPherson College or the employee can end the employment relationship at any time, for any legal reason, with or without giving a reason or
- **Early Departure:** Leaving before the end of an employee's scheduled or approved end
- **Excused Absence:** An absence that has been approved in advance by your supervisor or meets the requirements for sick, vacation, or protected
- **Expired Points:** Attendance points that expire six (6) months after the date of issuance, unless connected to an active disciplinary warning. See Progressive Discipline Policy.
- **Job Abandonment:** Three (3) consecutive NCNS occurrences will be treated as if the employee has voluntarily resigned from their employment.
- **Locked Points:** Attendance points connected to an active disciplinary warning that remain active for six (6) months from the date of the warning. See Progressive Discipline
- **No Call/No Show (NCNS):** Failing to report to work and failing to notify the supervisor within the required timeframe.
- **Protected Leave:** Absences that are allowed by law, such as Family and Medical Leave (FMLA), disability accommodations (ADA), or military leave. These absences do not count against your attendance points.
- **Tardiness:** Arriving after an employee's scheduled or approved start

- Unexcused Absence: Any absence without prior approval or without meeting notification requirements.

3. Notification Requirements

Employees must notify their supervisor by text, email, or department call-out line within two (2) hours of the employee's shift start time. If the department has a call-out line, the supervisor must check it daily. An employee's failure to notify their supervisor as required results in NCNS. If the employee cannot reach their supervisor or the call-out line due to technical problems, the employee must contact their supervisor as soon as possible and explain the reason for the delay.

4. Attendance Point System

- 1 point: Unexcused Absence
- 5 point: Unexcused Tardiness under 15 minutes
- 1 point: Unexcused Tardiness of 15 minutes or more
- 5 point: Unexcused Early Departure under 15 minutes
- 1 point: Unexcused Early Departure of 15 minutes or more
- 2 points: No Call/No Show (NCNS)

5. Escalation Thresholds

- 5 points: Verbal Warning
- 9 points: Written Warning
- 10 points: Termination

Expired Points fall off six (6) months after the date issued. Once an employee's absences reach the

minimum number of points to trigger a verbal or written warning, those attendance points become Locked Points and remain active until the connected disciplinary warning expires six (6) months after issuance of the warning.

6. NCNS Rules

An employee failing to report to work without notice for three (3) consecutive NCNS incidents constitutes Job Abandonment, subject to a review by Human Resources. An employee's supervisor shall attempt to contact the employee by telephone, text message, or email on days 1 and 2 of a NCNS incident, and document their attempts to contact the employee. On day 3, supervisors shall notify Human Resources for a Job Abandonment review.

7. Sick and Vacation Rules

Sick time may be used to excuse absences and avoid point accumulation when an

employee notifies the supervisor within two (2) hours of the employee's shift start time.

Vacation may be used to cover an employee's pay but does not constitute an Excused

Absence points unless the vacation request was submitted by the employee at least 24

hours in advance and approved by the employee's supervisor.

8. Timecard Comment Requirements

Supervisors must document all attendance-related events directly in the employee's

timecard using standardized labels. These comments are the official record for review by

Human Resources review and attendance point assignments.

- NCNS – 2 Points
- Unexcused Absence – 1 Point
- Late Tardiness (<15 min) – 0.5 Point – Unexcused
- Late Tardiness (15+ min) – 1 Point – Unexcused
- Left Early Departure (<15 min) – 0.5 Point – Unexcused
- Left Early Departure (15+ min) – 1 Point – Unexcused

- Sick – Employee Notified Within 2 Hours – Excused – 0 Points
- Vacation – Preapproved 24+ Hours – Excused – 0 Points
- Weather Delay – Excused – 0 Points
- Supervisor Verified Call-Out Line Message – Excused – 0 Points
- FMLA Pending Review – Protected Leave – 0 Points
- ADA-Related Accommodation – Protected Leave – 0 Points
- Military Leave – Protected Leave – 0 Points

9. Separation of Attendance vs. Performance Discipline

Attendance-related discipline and performance-related discipline are tracked and recorded separately. Attendance points and thresholds are independent from performance coaching or discipline; however, repeated attendance issues may be considered as part of an overall employment decision where appropriate and lawful.

10. Protected Leave & Non-Retaliation

Absences or schedule adjustments related to Protected Leave do not accrue attendance points. McPherson College prohibits retaliation against any employee who exercises protected rights under applicable laws. When in doubt, supervisors must consult Human Resources.

11. Frequently Asked Questions (FAQs)

If I have no sick time available, do I still get a point?

Yes, if the absence would otherwise be unexcused.

What happens if I request vacation with less than 24 hours notice?

Vacation can cover pay but will not excuse the point unless the request was made at least 24 hours in advance and approved.

What if weather delays me?

Supervisors may excuse late arrivals or absences due to

verified hazardous weather or emergency campus closures. Use the timecard comment "Weather Delay – Excused." When unsure, contact Human Resources.

Can a supervisor waive points?

Supervisors must apply the policy consistently for all employees. In rare cases, such as emergencies or Protected Leave, a supervisor may request an exception from Human Resources. All exceptions must be documented.

What counts as proper notification?

A text or email to your supervisor or a message to the department call-out line within two (2) hours of an employee's shift start time is considered proper notification. If technology fails, an employee must notify their supervisor as soon as reasonably possible, and the supervisor must document the reason for the delay.

How do points "fall off"?

Points automatically expire six (6) months after they are issued unless they are connected to an active disciplinary warning. Points connected to a verbal or written warning remain active until that disciplinary warning expires after six (6) months.

What if I believe a point was assigned in error?

Email your supervisor and Human Resources with the date, event, and why you believe the absence was excused. Human Resources will review the timecard comments and any supporting documentation and issue a decision to the employee and supervisor within seven (7) business days.

How do ADA accommodations affect attendance?

Approved ADA accommodations may modify attendance expectations. Use the “ADA-Related Accommodation” timecard label and consult Human Resources.

12. Policy Administration

Human Resources administers this policy and may update it to comply with applicable laws or operational needs. Employees will be notified of any changes.