



**CMG Attendance Policy**

*If an employee is scheduled, and they do not come in for any reason other than approved time off, the following may occur:*

- 1<sup>st</sup> occurrence: 3 day minimum of not being scheduled
- 2<sup>nd</sup> occurrence: 1 week of not being scheduled
- 3<sup>rd</sup> occurrence: May result in termination

\*Exceptions may be made at the discretion of the manager.

*If an employee arrives late, the following may occur:*

- 1<sup>st</sup> occurrence: May be released from work for that day
- 2<sup>nd</sup> occurrence: May not be scheduled for a specified number of days
- 3<sup>rd</sup> occurrence: May result in termination

What constitutes an employee as being late?

All employees should be at their assigned position at their **scheduled start time**. Employees can punch in no more than 5 minutes before their scheduled shift (as long as they are going directly to the line). Employees **MUST** call a CMG on-site to notify that they are going to be late

I have read and understand the CMG attendance policy as stated above.

\_\_\_\_\_  
Name (please print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date