

Punctuality and Attendance Policy***2.2 Punctuality and Attendance*****1. Policy Statement**

It is a condition of employment with Keltech that all employees satisfy their obligation under their contract of employment to attend work. Attendance is an important aspect of job performance and the organisation aims to ensure that lateness and absence are kept to a minimum. Consistent regular attendance at work is required, and all employees will be held accountable for such.

2. Purpose

The purpose of this policy is to outline the procedures for punctuality and attendance and to ensure consistent application of these standards throughout the organisation.

3. Scope

This policy applies to all employees of Keltech

4. Responsibilities**4.1. Employees:**

- 4.1.1. To familiarise themselves and adhere to the provisions outlined in this policy.
- 4.1.2. To ensure that they arrive at work in a timely manner.
- 4.1.3. To ensure regular and uninterrupted attendance at work.
- 4.1.4. To advise their manager of any matter that may affect their attendance.
- 4.1.5. To cooperate fully with any reasonable measures to facilitate a return to work as quickly as possible.
- 4.1.6. To minimise absences arising from illness/accidents by complying with Health and Safety requirements and taking reasonable care of their own safety and that of others.

4.2. Supervisors:

- 4.2.1. To ensure all employees comply with the terms of this policy.
- 4.2.2. To ensure compliance with the notification and certification procedure.
- 4.2.3. To advise employees when their attendance record is a cause for concern and to outline the necessary improvements.

4.3. Human Resources:

- 4.3.1. To ensure consistent application of this policy.
- 4.3.2. To provide advice and support to supervisors regarding the monitoring and management of this policy.
- 4.3.3. To provide statistics relating to absences and lateness to supervisors and to assist in identifying possible causes and areas where improvements can be made.
- 4.3.4. To liaise with the company doctor and external medical practitioners where required.

Punctuality and Attendance Policy**5. Working Hours**

- 5.1. All full time employees will be required to work 39 hours per week.
- 5.2. In addition to normal working hours employees will be required to work such additional hours as may be notified to them from time to time by the Company.
- 5.3. Employees will be required to undertake shift work from time to time as the needs of the business dictate.
- 5.4. The Company reserves the right to change or introduce shift patterns to meet the needs of the business. In such instances the company will endeavour to afford employees with reasonable notice.
- 5.5. Lunch breaks and rest periods will comply with the provisions of the Organisation of Working Time Act.

6. Recording Working Hours

- 6.1. The mechanism used for recording hours of work and attendance is the Clocking System.
- 6.2. All employees are required to clock in when reporting to work and to clock out when leaving work.
- 6.3. On each occasion that an employee fails to clock in or out, 15 minutes pay will be deducted from the employee's salary.
- 6.4. It is considered to be an act of serious misconduct to leave work during working hours without clocking out and/or without appropriate permission from your supervisor.
- 6.5. A failure to clock in, to clock out, to properly record absences and/or interfering with any Time Keeping Records will be deemed misconduct by Keltech and may result in disciplinary action.
- 6.6. Clocking in or out for another employee is not permitted under any circumstances and will lead to the initiation of the disciplinary procedure.

7. Punctuality

- 7.1. Keltech places great emphasis on punctuality and therefore monitors each employee's timekeeping record.
- 7.2. Each employee is responsible for ensuring that they are at work and ready to start work at their scheduled starting time. If an employee clocks in one minute after their allocated start time they are deemed to be late.
- 7.3. Employees are also expected to make a prompt start following their allocated break times.
- 7.4. Employees are required to notify their supervisor if they are running late for work and to confirm their expected arrival time.
- 7.5. Keltech will implement the disciplinary policy where an employee's lateness reaches an unacceptable level.

8. Absence from work

- 8.1. Authorised Absence:

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- 8.1.1. The following constitute authorised absence from work, once proper notification procedures are followed:
 - 8.1.1.1. approved annual leave;
 - 8.1.1.2. protective leave (e.g., maternity, parental leave);
 - 8.1.1.3. approved business trips or external training courses;
 - 8.1.1.4. Compassionate or other leave approved in advance by the organisation whether paid or unpaid.
- 8.2. Unauthorised Absence:
 - 8.2.1. Unauthorised absence occurs where an employee is absent from work and has failed to notify the company as to the reason for the absence.
 - 8.2.2. In such instances the HR Coordinator will attempt to contact the employee by telephone. Where contact cannot be made by telephone the HR Coordinator will write to the employee seeking confirmation of their situation.
 - 8.2.3. Failure to cooperate with Keltech in this instance will result in the disciplinary procedure being applied.
- 8.3. Notifying Absences:
 - 8.3.1. Unless prior approval has been granted, each absence from work must be notified by the employee directly to their supervisor at the earliest possible time but no later than one hour after the scheduled start time on the first day.
 - 8.3.2. The employee should state the reason for the absence and the likely date of return to work.
 - 8.3.3. Employees must contact and speak to their supervisor directly. In cases where an employee cannot reach their supervisor they should contact the HR Coordinator.
 - 8.3.4. Voice messages, text messages or messages left with a colleague are not acceptable forms of notifying absence from work.
 - 8.3.5. In cases of prolonged absence, the employee is required to contact the HR Coordinator on a weekly basis confirming their expected return to work date.
- 8.4. Medical Certificates:
 - 8.4.1. If an employee's absence is going to exceed two days then a medical certificate should be submitted to the HR Coordinator on the third day.
 - 8.4.2. Certificates must be submitted on a weekly basis thereafter where the absence continues beyond the period covered by the initial certificate.
 - 8.4.3. All medical certificates received will be held in the strictest of confidence.
 - 8.4.4. All medical certificates received must include the following information.
 - 8.4.4.1. The name and address of the doctor
 - 8.4.4.2. The name and address of the patient
 - 8.4.4.3. Statement outlining the nature of the illness/injury
 - 8.4.4.4. Expected return to work date, if not an approximation of the expected duration of the incapacity

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8.4.4.5. Date of issue

8.4.4.6. Doctor's signature

8.4.5. Undated, back-dated and illegible medical certificates will not be accepted.

8.4.6. The company reserves the right to refuse medical certificates that do not comply with the above.

8.4.7. The company also reserves the right to contact the doctor who issued the certificate.

8.5. Sick Pay

8.5.1. The company does not operate a sick pay scheme. However, employees may be entitled to illness benefit and should apply directly to the Department of Social Protection for same.

8.6. Return to work:

8.6.1. Employees have a responsibility to ensure their return to work at the earliest date possible commensurate with good health and safety.

8.6.2. In cases of contagious disease and long term illness, a medical certificate must be submitted stating that the individual is fit to return to work.

8.6.3. In some circumstances, generally following long term illness, an employee may be deemed fit to return to work on restricted duties or reduced working hours by their own doctor or having been independently assessed by the company doctor. The company will facilitate this return where possible.

8.6.4. On return to work after any absence, the employee must report directly to their supervisor. A return to work interview will then take place on immediate return.

8.6.5. Employees are required to inform their supervisor if there are undergoing any medical treatment or taking prescription medication which may affect their work capabilities or pose a health and safety risk to themselves and/or to others within the workplace.

8.7. Unacceptable Absenteeism

8.7.1. Keltech will implement the disciplinary policy where an employee's absenteeism reaches an unacceptable level.

9. Medical appointments**9.1. Personal Appointments**

9.1.1. With regard to personal appointments, wherever possible appointments should be arranged outside of working hours. Where this is not possible, appointments must be scheduled for times where there is minimum disruption to the working day.

9.1.2. Employees are required to notify and seek approval from their supervisor prior to taking time off to attend a personal medical appointment. This should be done at the earliest opportunity. Employees may be required to provide documentation in evidence of the appointment.

9.1.3. Employees will not be paid for time taken off in respect of medical appointments and may be requested to make up the hours at another time.

9.2. Company Appointments

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- 9.2.1. Keltech reserves the right, at any stage throughout the employee's employment with the company, to request that an employee attend the company doctor for an independent medical examination and report on the employee's fitness for work.
- 9.2.2. The cost associated with such appointments will be covered by the company.

10. Review

- 10.1. Attendance and lateness is monitored on a regular basis. Keltech will report on absenteeism and lateness on a monthly rolling basis.
- 10.2. Where levels of absenteeism or lateness fall below acceptable standards, the organisation will seek to identify probable causes and rectify them.
- 10.3. If a pattern/number of absences/lateness develops or in the case of persistent absence, Keltech may invoke the Disciplinary Procedure up to and including dismissal.