

Attendance Point System

- You are allowed up to a total of three (3.0) attendance points, anything above will result in termination. Your attendance point level will be continuously monitored.
- Attendance points are accumulated as follows:
 - **No Call/No Show (NC/NS): one and one-half (1.5) points**
 - A “No Call/No Show” is defined as being absent from work the entire scheduled shift without proper notification to the JAC Products attendance line.
 - **Absence: one (1) attendance point**
 - An “Absence” is defined as being absent from work your entire scheduled shift or not working at least 50% of your schedule shift. Consecutive absences of more than one (1) day for illness will be treated as one (1) absence provided the associate submits a doctor’s note covering the duration of the absence.
 - **Tardy: one-half (0.5) of an attendance point**
 - A “Tardy” is defined as reporting to work after the start of your scheduled shift.
 - **Early Out: one-half (0.5) of an attendance point**
 - An “Early Out” is defined as leaving work prior to the end of your scheduled shift.
 - **Failure to Call: one-half (0.5) of an attendance point**
 - A “Failure to Call” is defined as failing to call the JAC Products attendance line at least 30 minutes prior to the start of your scheduled shift.