

Attendance Matrix

Attendance:

Beginning with 3 in any 30 days = reprimand
Beginning with 6 in any 90 days = reprimand
Beginning with 9 in any 180 days = reprimand
Beginning with 12 in any 365 days = reprimand

Tardiness:

A tardiness of **more than 2 hours**
will count as **1 absence**.

A tardiness of **2 hours or less**
will count as **1/2 an absence**.

Disciplinary Point System:

The disciplinary progression shall be **3 reprimands** prior to termination
within a 24 month period.

Any **12 month period free from discipline**
will result in **beginning again at the first step of progressive discipline**.

