ON POINT
MARKETING AGENCY

ATTENDANCE AND PUNCTUALITY

On Point Marketing Agency expects its representatives to be reliable and to be punctual in reporting for scheduled work. Regular and reliable attendance and punctuality are considered essential job functions for each employee. Absenteeism, early departures from work, and late arrivals burden other representatives and the Company. If a representative cannot avoid being late to work or is unable to work as scheduled, he or she must call his or her supervisor as soon as possible and preferably in advance of the absence or tardiness.

A representative must provide his or her supervisor with an honest reason or explanation each time the representative is absent, late, or requests to leave early. While the Company will comply with applicable laws relating to time off from work, it is the representative's responsibility to provide sufficient information to enable the Company in its efforts make a determination regarding an representative's absence or tardiness.

In the event that the representative qualifies to use their Earned Sick Leave the Company will follow the guidelines and procedures as outlined on the Notice of Rights. If the need is foreseeable, you will need to notify your supervisor up to seven days prior to the day you will be taking your leave. If the need us unforeseeable, you must give notice as soon possible.

Any representative with excessive absences or tardiness, outside the guidelines of the Earned Sick Leave, will be reviewed for continued employment. Violation of this policy may lead to disciplinary action, up to and including termination of employment.

You acknowledge that you have received a copy of the New Jersey Earned Sick Leave Notice of Employee Rights which included the Company’s calendar year, for your records.