

Lateness Survey

Institution	How many times does an employee have to be late before the write up/disciplinary process begins?
Institution A	3 times in a month
Institution B	3 times in a week or 5 times in a month
Institution C	Three times in a Month or five times in any three consecutive Months
Institution D	Needs Improvement - late more than five (5) times but less than ten (10) times during the year. Doesn't Meet Standard - late ten (10) or more times during the year
Institution E	more than 3 occasions, or in excess of 30 minutes in a month
Institution F	Three occurrences of lateness = 1 occasion of absence. 3 absences without any previous discipline = initial progressive discipline.
Institution H	Three (3) or more late arrivals in a three (3) month period. Six (6) or more late arrivals in a (6) month period
Institution I	Twice per bi weekly period.
Institution J	2 instances in the same month
Institution K	Determined on an ad hoc basis there is no central rule.
Institution L	3 times in 3 months
Institution M	Two or more occurrences in a two week period or 5 or more occurrences in a 6 month period. We also have a 3 occurrences within a two week period and or 5 in a year.
Institution N	policy triggered by either 6 latenesses or 2 in which the employee is docked during a 60 day period
Institution O	We do not have a set policy but have recommended approaches.