

Student name: \_\_\_\_\_ Date: \_\_\_\_\_

## **MODULE 13**

### **Explain the importance of attendance and punctuality on the job.**

#### **Objectives:**

- A. Explain why an employer needs employees to be on time.**
- B. Describe how an employee could learn to be on time for work.**
- C. Explain the benefits from being punctual and regular in job attendance.**

<b>MODULE 13: INFORMATION SHEET</b>
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*TO THE STUDENT: Read and study the information sheet and then complete the student activities at the end of this module.*

#### **Attendance and punctuality at the job**

*"I can't understand why my boss keeps riding me about being a few minutes late every day. I make up the time at the end of the day - I mean, what's the big deal? It's not like anything important happens in the time I'm late. Besides, my boss doesn't understand how busy I am. I have a lot of stuff to do in the morning."*

Does this story sound familiar or do you know anyone who acts or feels this way? One thing is certain. Most people, including yourself, live busy lives, but we must learn to take care of priorities. A job, whether we like it or not, is one of the top necessities of life. We need the money we earn not only to enjoy our lifestyle, but also to actually survive.

When employers schedule their work day and plan what is to be accomplished, they need to know they can depend on the people they have scheduled. It is difficult, if not impossible, to plan a day or assignment schedule if you don't know when or if a key employee will show up. And face it, every employee may not realize how far-reaching his importance is.

*The Smale Printing Company was waiting for a rush delivery of special paper to finish a job due at the end of the day. The delivery truck*

*arrived promptly at 8:00 AM as scheduled. Ron, the small company's only warehouse man, was 25 minutes late for work so he had not arrived. He had the keys for the forklift locked in his desk and had his desk keys with him. The delivery man waited 15 minutes and then pulled out to make other important deliveries, promising to return later in the day. The company missed an important deadline and lost a number of future contracts because of the incident. Not only did Ron's tardiness cost the company production time and money, he affected the earning power of his co-workers.*

Being habitually late or missing work is not a personal private thing--it does affect others. When one member of the team is not there to do his/her assignment, others suffer.

*Monica has her day all planned. Finally she could catch up on all the typing that has been piling up for Mr. Goldstein. She's in a good mood as she arrives at work and sits down at her desk. That changes very quickly when Marge approaches her.*

*"Monica, Nora called in sick again today so you're going to have to cover the switchboard."*

*Monica is really ticked off. Not only is she getting further behind in her own job, but she feels like she should be paid for two jobs. She also is fuming with resentment at Nora, who misses work quite a bit. At lunch, she and the other secretaries have a bashing fest with Nora as the (deserved?) target.*

Of course, employers do not expect you to work if you are truly ill. They also realize that emergencies occasionally come up that require tardiness. In these cases, it is extremely important to let your employer know as early as possible so that appropriate action can be taken to cover for you while you are out.

Unfortunately, though, being constantly late for work, or missing it altogether, are easy habits to fall into. Each time it happens it gets a little easier to do it or accept it again. These are habits that could cost you not only your job, but also a chance at future employment as well.

Employers need dependable people.

*Brad is a good worker. He knows his job duties well. When he assigns him a job, Brad's boss is confident that Brad will do the job well and on time. The problem with Brad is that his attendance is spotty. He calls in sick quite often. While he is there he is very dependable, but in the*

*normal day to day schedule, he is not. When he's not at work, the job doesn't get done.*

In fact, an employer would actually rather have an employee who is less capable on a job and is at work every day than an employee who is very capable but misses work a lot!!! Why? It's called dependability. Employers don't like to play guessing games. There is money as well as reputation at stake and they must know that a job will be covered or completed on time.

Even if you have no qualms about leaving an employer hanging, you should think about Number 1—yourself.

*Larry was telling his friend Clark, "I can't believe it. My boss docked me a day's pay just because I kind of forgot to call in sick last week. And he always tells me what a great job I do. That's the thanks I get from that Jerk."*

Larry had better watch it. The next time he fails to call, he could get fired. Many companies and businesses have a normal progression of consequences for being late, not calling in sick, or missing too much work. This usually follows this basic pattern: (1) a verbal reprimand by the boss, (2) a written reprimand, (3) docking of pay, and (4) firing.

Employers need dependable people to get the job done. Good attendance and punctuality also show an employer that you have a good attitude toward your job. Dependability and attitude go a long way in helping you to get pay raises, promotions, and better references.

*Erica and Susan are discussing their jobs one day.*

*"My boss says he doesn't need a clock because I always walk through the door at 7:15," said Erica.*

*"I thought you don't start until 7:30," said Susan, taking a bite out of her Big Mac.*

*"What the heck do you get there so early for? It's not like you're getting paid for it."*

*"I don't like to be rushing in. I like to get there and get all set and have a cup of coffee. The company's small and my boss depends on me. I got in the habit of going early and it's been great."*

Erica has a good attitude and will go far in her career.

Punctuality does not only apply to arrival time in the morning, but also to returning from lunch or break.

*Nancy liked to do a lot of her personal errands over her lunch hour. Her employer, when asked, told her to feel free to leave company grounds to do so. The problem arose when Nancy started getting slack on watching the clock or just wanted to fit in one more stop. She never seemed to have quite enough time to do everything so she started leaving a few minutes early and getting back a few minutes late. Her employer started to notice when she was not at her station and Nancy received a verbal reprimand.*

Many employers let employees leave company grounds during breaks, but if this policy is taken advantage of, this policy could change.

Remember, when you work for someone and accept pay from them, you are forming a work contract. It is your duty to be at work regularly and on time. Employers don't hire people to give away money - they hire them to produce. No matter how unimportant you may think your job is, if an employer is paying you to do the job, he thinks it is important and should get his money's worth.

And don't forget - success is built on team work and if you don't do your part - you cause the team to erode and begin to fall apart. When you do your part, the company succeeds and makes money, and you make money.

**GO TO WORK - IT PAYS!**

**MODULE 13: STUDENT ACTIVITIES**

*TO THE STUDENT: Read and study the above information sheet and then complete these activities to demonstrate your understanding of the importance of attendance and punctuality on the job.*

**Answer the following questions:**

1. List four reasons why an employer needs his employees to be on time.
  - a.
  - b.
  - c.
  - d.
  
2. Name the four standard steps of reprimanding an employee that takes off too much time, doesn't call in, or is chronically late.
  - a.
  - b.
  - c.
  - d.

3. Write a persuasive paragraph explaining, from a co-worker's point of view, why you should be at work regularly and on time.
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
4. Describe the steps you should take if there is a true emergency or you are very sick and can't go to work.
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
5. Think! You are always five or ten minutes late to work. Make a quick list of action steps you could take to remedy this situation.

6. **You be the Boss.** You own a small landscaping business and one of your best workers has missed five days in the last two months and has been late seven times. You've called him to your office. You don't want to lose him but he's affecting the company. Write out what you would say to this worker.

7. Describe what loyalty and dependability have to do with being at work regularly.

8. List the three most important benefits you can gain from being punctual and regular in your job attendance.

a.

b.

c.

**MODULE 13: STANDARDS ADDRESSED IN THIS MODULE****Pennsylvania's Academic Standards for Career Education and Work****13.3.11. Career Retention (Keeping a Job)**

- A. Analyze work habits needed to advance within a career.

**Pennsylvania's Academic Standards for Reading, Writing, Speaking and Listening (RWSL)****1.1.11. Learning to Read Independently**

- E. Establish a reading vocabulary by identifying and correctly using new words acquired through the study of their relationships to other words. Use a dictionary or related reference.

**1.4.11. Types of Writing**

- C. Write persuasive pieces.
- Include a clearly stated position or opinion.
  - Include convincing, elaborated and properly cited evidence.
  - Develop reader interest.
  - Anticipate and counter reader concerns and arguments.
  - Include a variety of methods to advance the argument or position.

**1.5.11. Quality of Writing**

- A. Write with a sharp, distinct focus.
- Identify topic, task and audience.
  - Establish and maintain a single point of view.
- B. Write using well-developed content appropriate for the topic.
- Gather, determine validity and reliability of, analyze and organize information.
  - Employ the most effective format for purpose and audience.
  - Write fully developed paragraphs that have details and information specific to the topic and relevant to the focus.



- F. Edit writing using the conventions of language.
- Spell all words correctly.
  - Use capital letters correctly.
  - Punctuate correctly (periods, exclamation points, question marks, commas, quotation marks, apostrophes, colons, semicolons, parentheses, hyphens, brackets, ellipses).
  - Use nouns, pronouns, verbs, adjectives, adverbs, conjunctions, prepositions and interjections properly.
  - Use complete sentences (simple, compound, complex, declarative, interrogative, exclamatory and imperative).

**Secretary's Commission on Achieving Necessary Skills (SCANS)**

**PERSONAL QUALITIES**

Self-Management: Assesses own knowledge, skills, and abilities accurately; sets well-defined and realistic personal goals; self-starter.