



**Title:** Be On Time

**Grade:** 7

**Career Development Model:**

Self-Awareness • Career Planning & Management

**Nebraska Career Readiness Standards:**

- Contributes to employer & community success
- Makes sense of problems & perseveres in solving them
- Manages personal career development
- Attends to personal & financial wellbeing

**Objective:**

- Students will appraise their attitudes toward punctuality.
- Students will analyze the importance of being on time and showing up to work.

**Materials and Supplies Needed:**

- "Attendance and Punctuality" handout (copies needed)
- "Attendance and Punctuality Interview" handout (copies needed)

**Class Instructions:**

1. Facilitate a class discussion by asking students why they think people get fired from their jobs. Discuss with students that one of the most common reasons is that the worker does not show up on time and/or does not show up to work.
2. Ask students what they think would be acceptable reasons for missing work. These should typically fall under the categories of emergencies and special occasions.
3. When an emergency arises (you're sick, close relative is in the hospital, you have to stay home and take care of your sick child, etc.) you need to call to speak to the person in charge as soon as you possibly can and clearly and respectfully explain why you cannot come to work.
4. When you have a special occasion coming up (wedding, family reunion, concert, etc.) inform your employer as soon as you find out about the occasion to politely request to have that day off of work. Usually you must give least 1-2 weeks' notice, but the further in advance the better. Check with your employer about how far in advance a request needs to be made because policies vary. Places of

employment have different policies regarding requesting off of work, so remember; your employer has the right to deny your request.

5. Pass out the “Attendance and Punctuality” handout to students. Students should discuss the scenarios in small groups and come up with a solution for each situation.
6. Once groups have finished the handout, answers should be discussed as a class.
7. For homework, assign students to ask an employed adult about attendance policies at their job and fill out the interview handout as a guide. Students will discuss their interview findings in small groups in class.

**Credits/Sources:**



“Making my Future Work: A College and Career Readiness Program”, U.S. Department of Education, Institute of Education Sciences.

<https://www.csuohio.edu/cehs/mmfw/making-my-future-work-0>

# ATTENDANCE AND PUNCTUALITY

Discuss the following scenarios in small groups to come up with an answer of what you think would be the best way to respond to the situation.

1. You stayed up late last night and you are so tired that you don't want to go to work.
2. You got tickets for your birthday to see your favorite basketball team next month, but you usually are at work during the time of the scheduled game.
3. On your commute to work, you find that traffic is often unpredictable so you are 10-15 minutes late to work 1-2 times a week.
4. Your doctor's appointment is running late and you have to be at work in thirty minutes. You know that you are going to be at least 15 minutes late to work.
5. Your friends are meeting at a restaurant on your 55 minute lunch break, you want to meet up with them, but you are not sure you can make it back to work in 55 minutes.
6. You wake up in the morning with the flu and you know that you will not be able to go to work in 2 hours.

Name: \_\_\_\_\_

## **ATTENDANCE AND PUNCTUALITY INTERVIEW**

Instructions: Interview an employed adult about attendance policies at their job using the following questions as a guide. You may include additional information from your interview or reflect on what you learned.

1. What is the job title of the adult you are interviewing?
2. How long have they worked at this job?
3. What are the attendance policies? What happens if they are broken?
4. What rules are there about being on time? What happens if they are broken?
5. Have they ever known if anyone has been fired at their place of employment because of absenteeism or tardiness?
6. What are ways that they were informed about policies for Attendance and Punctuality?
7. What did you (the student) learn from this interview/other information?