



ATTENDANCE AND PUNCTUALITY

Punctuality and attendance are essential to the proper operation of our business and are conditions of employment. Employees are required to report to work at the beginning of the scheduled workday, ready to begin work. Unexcused absences and/or tardiness may result in disciplinary action, up to and including termination.

If an employee plans to be absent from work, the employee must personally notify his/her supervisor at least 2 weeks in advance.

If the employee cannot give advance notice, as in the case of sudden illness or accident, the employee is expected to call his/her supervisor at least one hour prior to the employee's scheduled starting time. Separate notice should be provided for each day unless the leave has been approved in advance by the supervisor.

Any employee who is absent from work for three or more consecutive days without notifying their supervisor will be deemed to have voluntarily resigned.

Attendance Award Program

Each 2 month period will be reviewed and employees who meet the attendance requirements will be awarded 4 hours of PTO. This means an employee can earn up to 3 additional PTO days.

- January/February - Awarded 1st week of March
- March/April - Awarded 1st week of May
- May/June - Awarded 1st week of July
- July/August - Awarded 1st week of September
- September/October - Awarded 1st week of November
- November/December - Awarded 1st week of January

To receive an attendance award, the employee must have been a full-time employee during the previous 60 day period and have no unplanned absences, had no absence for disciplinary reasons, had no unscheduled late arrivals or early departures, and had no unscheduled PTO (less than 2 weeks advance notice).

The following approved absences will not be counted against perfect attendance:

- Absences designated as Family and Medical Leave.
- PTO in accordance with the provision above.
- Absences due to attendance at work-related activities (conferences, training, etc.).
- Bereavement Leave in accordance with company policy.
- Military Leave.
- Any leave that is mandated by state or federal law.