

4.7 Attendance Policy

If you know ahead of time that you will be absent or late, you are required to provide reasonable advance notice to your supervisor. Employees may be required to provide documentation of any medical or other excuse for being absent or late.

The Company reserves the right to apply unused vacation or other paid time off to unauthorized absences. Absences resulting from approved leave, vacation, or legal requirements and bereavement are exceptions to the policy under most circumstances.

Our attendance policy allows the flexibility of the unpredictability of illness and fatigue while also encouraging prompt notification of absences.

Employees will be allotted a maximum of 5.5 attendance points during their employment at any given time. Accrual of 6 points will result in termination. Each attendance point has a 90-day span. After the 90-day span has passed, the individual point will be removed.

0.5 points assigned for arriving late or leaving early within half of a scheduled shift

1.0 point assigned for calling in and missing more than half of a scheduled shift or entire shift

Scheduled un-paid time off can be approved by your direct Supervisor/Manager with the completion of the Time Off Request Sheet at least 24 hours prior to the requested time off. There is no guarantee that the request will be approved.

One instance of no call and no show will result in automatic termination and will be deemed as job abandonment. This will take effect after not reporting the absence to your direct Supervisor/Manager within the period of the shift missed.

The Company reserves the right to review specific circumstances and can make adjustments to the below disciplinary process if deemed necessary by the appropriate internal committee.

3 points = verbal warning (up to termination)

4 points = written warning (up to termination)

5 points = last chance agreement (up to termination)

6 points = termination

Absences due to illness can be excused by bringing a related doctor's note to the Human Resources department within 48 hours of the absence. Failure to provide documentation will result in the appropriate points assigned. Even with the excused documentation, it is still a

requirement to call in for each day missed due to illness. Not notifying the direct Supervisor/Manager will result in a No Call No Show.