

ATTENDANCE POLICY

This policy aims to set North Company policy and procedures for handling employee absences and tardiness, to promote the efficient operation of the Company and minimize unscheduled absences.

Punctual and regular attendance is an expected part of each employee's job. Employees are expected to report to work as scheduled, and to start working. Employees also are expected to remain at work for their entire work schedule. Late arrival, early departure, or other absences from scheduled hours are disruptive and must be avoided. This policy does not apply to absences covered by the Family and Medical Leave Act (FMLA) or leave provided as a reasonable accommodation under the Americans with Disabilities Act (ADA). These exceptions are described in separate policies.

^a Absence is defined as the failure of an employee to report for work when they are scheduled to work. The four types of absence are defined below.

Employees must take earned PTO for every absence unless otherwise allowed by company policy (e.g., leave of absence, bereavement, jury duty).

Employees are expected to report to work and return from scheduled breaks on time. If employees cannot report to work as scheduled, they must notify their supervisor no later than their regular starting time. This notification does not excuse the tardiness but simply notifies the supervisor that a schedule change may be necessary. Employees who must leave work before the end of their scheduled shift must notify a supervisor immediately. Tardiness and early departures are each one-half an occurrence for the purpose of discipline under this policy.

Excessive absenteeism is defined as two or more occurrences of unexcused absence in a 30-day period and will result in disciplinary action. Eight occurrences of unexcused absence in a 12-month period are considered grounds for termination.

Any employee who fails to report to work for a period of three days or more without notifying their supervisor will be considered to have abandoned the job and voluntarily terminated the employment relationship.

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"Absence" is defined as the failure of an employee to report for work when they are scheduled to work. The four types of absence are defined below:

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