ATTENDANCE POLICY

ATTENDANCE POLICY

COLUMN TO SERVE

This policy aims to set forth Company golly; and procedures for handling employee allowines and fundames to promote the efficient operation of the Company and missings unacheduled alsomias.

POLICE

Purchast and regular attendance is an end. Second to this, PC, of wach employee at the Company, Employees are expected to report to work as scheduled. Second to this, PC, and to start working, Singleyees also are expected for remain at work for their entire work socks schedule, said armial, early departure, or other absences from scheduled hours are disruptive and must be acceded. This postery does not apply to discretely over the following and Medical Leave Art (FMLA) or leave provided as a resonable acceptable acceptable. When Arteriosas with Shapkings for solds. These exceptions are described in expensive policies.

AMMERICA

"Absence" is defined as the failure of an employee to report for work when they are scheduled to work. The face tubes of alternoon are defined feature.

- Despied absence occurs when all the following conditions are met:
 - The employee provides to their supervisor sufficient notice at least 85 hours in advance.
 - The absence request is approved to advance by the employee's supervisor.
 - The employee has sufficient account paid time off (PTD) to cover the absence.
- Stemicated absence occurs when any of the above conditions are not met. If it is necessary for an employee
 to be absent or later for each because of an illness or an emergency, the employee must notify their
 supervisor no later than the employee's scheduled sharting time on that same day, if the employee served
 call, they must have someone make the call.

An unexcised allowing counts as one occurrence for the purposes of discipline under this policy, lamployees with three or more consecutive days of excused absonces because of linear or tipury than portion proof of physician's care and filteres for duty release before informing to work, threely personal table serviced PTO for every absonce unless otherwise allowed by company policy (e.g., fearer of absonce, becausement, and date).

THEODORES AND REAL POPPLATURES.

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 loss not exclude the farafriesis fast 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 accurrence for the purpose of discipline under the applica.

OVERTHE BUILDY ACTION.

Exceptive placeholders in defined as two or more occurrence of unexceed absence in a 30-day period and will result in disciplinary action, fight occurrences of unexceed absence in a 12-month period are considered grounds for terrenulation.

KOR HERMOGRAMISM

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 usburdarby terretrated the employment relationship.

ATTENDANCE POLICY

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This golday same to set forth Company policy and procedures for hardding employer alternoos and fardiness to promote the efficient operation of the Company and recoming unscheduled absences.

PERMIT

Purchased and regional attendance is an exist Surrout for those PC and employee at the Company, Employees are expected to respect for second as scheduled, Surrout for those and to other according to replay the other according to the expected for termine, at social for those according to the according and Medical cases Act (PAAA) or leave provided as a reasonable accommoditation under the Americans with Coupling Act (Admir). These exceptions are described in separate policies.

Addition for the

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

- Decembed allowers occurs when all the following conditions are met:
 - The employee provides to their supervisor sufficient rotice at tool 48 hours in advance.
 - The absence request is approved in advance by the employee's supervisor.
 - The employee has sufficient accrosed paid time off IPTO to lover the absence.
- Stemmand absence occurs when any of the above conditions are not their, if it is necessary for an employee to be absent to late for work because of an illness or an emergency, the employee must notify their outpervisor not later than the employee's scheduled starting time on that same day. If the employee cannot out, they must have summone make the out.

An unexcused absence counts as one occurrence for the purposes of discipline under this policy. Employees with three or more consecutive days of excuped absences decause of divers or injury insuff give the company proof of physician's care and filtress for duty release before naturating to work, Complayees must false regimed PTO for every attained unless otherwise allowed by company policy (e.g., teams of allowers, becomement, jury shale).

TAKONOVI AND EASY FREEDMEN

Employees are expected to report to work and return from acheduled treats on time. If employees cannot report to work as otherbaled, they must notify their supervisor no later their ingular starting time. This notification does not excuse the facilities test simply notifies the supervisor that a otherbale change must be receivery. Employees who must leave work before the end of their unheduled shift must notify a supervisor immediately. Testities, and early departures are each one had an accuments for the purpose of discipline under this policy.

DISCONDINGER ACTION

Excepted absentionors is defined as two or more occurrences of unequated absence or a XII-day ported and will result in disciplinary action. Eight occurrences of unexceed absence in a 12 month period are considered grounds for formination.

AND ARRESTS WHEN DOES

Any employee who fails to report to work for a period of Stree days or more without notifying their expension will be considered to have also should be pill and voluntarily terminated the employment relationship.

Attendance Policy Guidelines

Victor M. Corman



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