



Attendance Policy Samples

23 Examples of Company Attendance
Policies submitted by MAPP Members

A 3D graphic of a blue ribbon that folds back on itself, creating a tunnel-like effect. The year "2016" is printed in white on the right-hand side of the ribbon.

2016

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Summary of Attendance Policies

For this benchmarking activity, twenty-three companies submitted their attendance policies. Below is a short summary of common policies and themes found throughout their submissions.

“Point Systems”:

The majority of companies submitting attendance policies have instituted “point systems.” These systems consist of employees accruing “points” for various attendance infractions, including tardiness, early leave, excused absences, unexcused absences, and no-call/no-shows. On average, companies consider termination of an employee once they reach between six and eight points.

*Three companies have systems in place for employees to “earn back” points after specific periods of time with no attendance infractions.

Rolling Attendance:

Nearly all companies noted attendance infractions were recorded on a rolling basis: the most common being six-month and twelve-month periods for attendance records. After the six-month or twelve-month period, an employee’s attendance record is cleared and recalculated for the following period.

*Exception: Several companies’ policies include an exception to their rolling attendance policy. Employees who have established habitual attendance infractions may be subject to discipline before they reach the maximum allowed infractions.

Tardiness:

Tardiness policies vary between companies. Many companies did not explicitly give a definition for tardiness in their attendance policy. However, of those who did, employees were considered to be tardy at different time increments. While some companies consider employees clocking in one minute after their scheduled shift start time to be tardy, the grace period extended up to seven minutes after the scheduled shift time.

Notification of Absence:

Nineteen of twenty-three attendance policies give explicit instructions on how employees should notify the company of an absence. Roughly one-third of companies have an attendance hotline or voicemail for employees to call and report an expected absence or tardiness. The other two-thirds require employees to notify their direct supervisor of an absence. While roughly half of the policies give employees up to one hour prior to their shift to notify the company of their absence, times range from 30 minutes prior to the start of a shift to one full day before missing a shift.

No Fault Attendance Policy:

Half of the submitted attendance policies are considered “no fault” attendance policies. No fault attendance is generally considered to be a policy in which all absences are considered equal regardless of the reason. Whether an employee is sick or taking a personal day, all absences are

considered equal and subject to the company's attendance infraction and discipline policy.
*Exceptions: No fault attendance policies do not apply to bereavement leave, jury duty, FMLA, military leave, or occupational injury.

No-Call/No-Show:

Three-fourths of attendance policies include rules regarding no-call/no-show absences. All companies consider termination after one, two, or three consecutive days of an employee not notifying the company of their absence. Most policies consider this behavior and subsequent termination to be the employee's "voluntary resignation."

Reward Systems:

Four attendance policies included systems for rewarding employees who have little-to-no attendance infractions. Employees with perfect attendance, defined as having no attendance infractions during a six or twelve month period receive monetary benefits at several establishments.

Introductory/Probationary Period:

Approximately one-half of companies include special attendance policies in regards to new employees. While company introductory/probationary periods vary between 30 and 90 days, attendance policies for these new employees is usually much stricter and subject to discipline, including termination, at an accelerated rate.

Attendance Policy 1

In order to efficiently operate the business and maintain standards and schedules, employees are expected to be present for work, on time, every day. Regular attendance and punctuality are essential duties of an employee. Late arrivals, early departures, or other absences are disruptive and frequently cause hardship for your team members. Company has an Attendance Policy that is based on a 6-point system. Points are assigned in the following manner:

Tardy *	- 1/2 point
Leave Early (more than 1 hour prior to the end of the shift)	- 1 point
Full Day Absence	-1 point
No Call / No Show	- 3 points

*You are considered tardy if you punch in one (1) minute past your scheduled shift start time.

If one No Call No Show or two absences occur in the first 90 days this will result in automatic termination.

The ability to use a same day vacation request remains the same however you will receive 1 attendance point for the absence.

The point system is based on a “Rolling Calendar”. You may not receive more than 6 points in any 12-month time frame. For example, if you receive 3 points in January, they will not be clear of your record until January of the following year.

Progressive Attendance Discipline will be as follows:

3 points	Verbal warning
5 points	Written warning
6 points	Termination

There will be no points given for the following instances:

- Lack of work
- Plant Injury
- Pre-approved leave of absence
- Death in the immediate family
- Military Duty
- Medical appointment due to on-the-job injury
- Jury Duty

ATTENDANCE PRACTICES

Employees who are unable to report for their scheduled shift must notify their supervisor at least

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1 hour in advance of their scheduled start time. Employees must notify their supervisor themselves unless they are incapacitated and unable to do so. Violations of this policy will include disciplinary action up to and including termination.

Employees who are absent from work for two consecutive calendar days up to ten consecutive calendar days due to a personal illness (not FMLA eligible) can minimize the points incurred to 1 point if the absence can be substantiated with a doctor's statement/note covering the period of time they were unable to work. The required doctor's medical statement/note must be presented to your supervisor upon returning to work. All absences of 3 or more days require documentation.

Attendance Policy 2

An absentee is any employee who fails to work the scheduled hours for any reason, except for statutory Family and Medical leave, bereavement leave, jury duty, military leave, on the job injury, approved leave of absence, or being sent home by the Production Manager or the Shift Supervisor due to lack of work or severe weather. For Family and Medical Leave of the employee, spouse, or child, the employee may be required to have a health care provider complete a Family and Medical Leave Request Health Care Provider Certification Form (see Human Resources).

Unplanned Absences

Employees are allowed no more than 6 unplanned absences per twelve month period. If more than two of these occur in a 90-day period or any time there are more than 4 total, in a twelve month period a Company Coaching Session must occur. An employee may be subject to FAP actions if more than 6 unplanned absences occur.

Vacation days are not counted as unplanned absences if they are scheduled at least 20 hours in advance of the time taken off. Under 20 hours, vacation time may be taken but it will also be charged against the unplanned absences count, unless it's a no work day. Unpaid time off (leave of absence) may be granted if requested at least 24 hours prior to the time taken off.

Tardiness

Anything from 1 second to 30 minutes is considered to be tardy. Any amount more than 30 minutes is considered to be an unplanned absence. A Company Coaching Session must occur after the third tardiness in any twelve month period.

Attendance Policy 3

Regular and predictable attendance is an essential component of every job. Company understands, however, that occasionally unexpected situations do occur. If you are going to be late or absent, you must promptly call your supervisor in advance to notify him or her of the reason for your tardiness or absence. Excessive absenteeism or tardiness in connection with scheduled work times, breaks, and meal periods is prohibited.

Should an employee be unable to report to work due to illness, the employee must notify his or her supervisor within one hour of the employee's starting time each day of the absence. Failure to properly notify the Company will result in an unexcused absence.

If an employee is absent more than two consecutive workdays, a statement from a physician may be required before the employee is permitted to return to work.

Employees who are absent from work for three consecutive days without giving proper notice to the Company will be considered to have voluntarily resigned.

Attendance Policy 4

1. **Attendance Infractions (Absent, Tardy, Early Departure)**: Attendance Infractions are calculated as follows:

- Absent (Call Off): 1 pt.
- Absent (No Call/No Show): 2 pts.
- Tardy: ½ pt.
- Early Departure: ½ pt.
- Short Lunch: ¼ pt. (20 minutes or less)
- Long Lunch: ¼ pt. (over 30 minutes)

Note: A five (5) minute grace period will be granted to all employees at the start and end of his/her scheduled shift prior to the assignment of any attendance infraction points, as well as at the end of an employee's lunch. Additionally, it should be noted that IQMS rounds to the nearest 10th of an hour for payroll calculations.

An employee is required to leave a message in the call-off voice mailbox. This notification must be repeated every day that an employee will be absent. Failure to call-off in a timely manner (one hour prior to the start of one's shift) will result in the Absence being classified as a "No Call/No Show".

All Attendance Infractions will reset on May 1 and November 1 each year to coincide with the Company's Mid-Year and Year End. Attendance Infractions will result in progressive disciplinary action up to and including termination as follows:

- 3 pts.: Verbal Warning.
- 4 pts.: Written Warning.
- 5 pts.: Unpaid Three-Day (3-Day) Suspension.
- 6 pts.: Subject to Termination.

As stated above, an employee must provide notification for every day that the employee will be absent. If an employee is absent for three (3) or more consecutive days, then the employee must provide a written doctor's note to return to work. If an employee is absent for five (5) days in a calendar year, then a fitness for duty release is required to return to work.

If an employee fails to report an absence of three (3) or more consecutive days, then the assumption will be made that the employee has terminated his/her employment without notice (job abandonment).

In rare instances, an employee may be granted an exception when requested and approved by Human Resources & Management, on a case-by-case basis, to allow for an absence from work (Excused-Unpaid) without disciplinary action. These rare instances in which the "Excused-Unpaid" apply include: Medical Doctor (with original doctor's excuse), Funeral, Jury Duty, Child Birth, Death, Car Accident, and Unavoidable Emergency (Supervisor's/Manager's Discretion). "Excused-Unpaid" Absences will only be granted after the employee provides

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documented proof that validates the request.

2. **Failure to Punch-In or Punch-Out:** It is the responsibility of every employee to ensure that his/her badge is scanned and read every time the employee punches in or out. If you do not believe that your badge was properly read, notify a supervisor immediately to avoid disciplinary action. An employee is required to immediately notify the Human Resources Department, a supervisor, or manager if his/her ID card is lost or stolen.

Any employee who fails to correctly and consistently punch-in and/or punch-out per the Company's policy will be subject to disciplinary action, up to and including termination of his/her employment.

3. **Volunteering for Approved Overtime:** If an employee commits to work overtime, then that time may be treated as regularly scheduled time with respect to attendance and absence.

4. **Attendance Policy Exceptions:** Absence due to bereavement (up to two unpaid days), military duty, jury duty, or an approved leave of absence require proper documentation to be provide by the employee to a manager within 48 hours of the absence. These documented absences will not result in disciplinary action. This does not apply to FMLA or ADA absences.

5. **Tracking Attendance:** The Human Resources Department will track and monitor all employees' attendance along with the Management Team and an employee's immediate supervisor(s).

Attendance Policy 5

Policy:

It is each Team Member's responsibility to maintain a good record of attendance in order to meet customer needs. Each Team Member is responsible for reporting to their Team Leader prior to the start of the work shift when they cannot attend work as scheduled. More specific reporting procedures may also be defined within each work unit or department. If a Team Member fails to notify their Team Leader of the need to be absent on three (3) consecutive days, they will be considered to have voluntarily terminated employment.

This is a no-fault attendance policy which means that all unscheduled and/or unpaid absences will be counted against the Team Member's attendance record unless approved as a leave of absence such as covered under the Family Medical Leave Act (refer to FMLA policy #2.31).

Purpose:

The purpose of this policy is to provide a fair and consistent method for monitoring and managing attendance that balances the needs of our customers with the needs of our Team Members.

Definitions:

Scheduled Absence – Any absence from work that is scheduled/approved by the Team Leader with a minimum of one day (24 hrs) advance notice. A scheduled absence will be charged against the Team Member's paid time off account or an approved leave of absence.

Unpaid Absence - Any absence that is scheduled but no PTO is available is considered an unpaid absence.

Unscheduled Absence – Any absence that is not scheduled/approved (as defined above) will be considered an unscheduled absence.

Partial Absences: Partial absences are considered ½ of an unpaid or unscheduled absence.

Full-time Team Member: A partial unscheduled or unpaid absence is defined as working more than 7 hours (12-hour schedule), 6 hours (10-hour schedule) or 5 hours (8-hour schedule) but coming to work late or leaving early.

Part-time Team Member: A partial unscheduled or unpaid absence is defined as working less than two thirds of their scheduled shift.

Training Absence: Any absence where a Team Member fails to attend a scheduled training session, where the supervisor or the team member has signed up and been confirmed to attend that training session. **A Training Absence will be considered 1 unpaid or unscheduled absence regardless of the length of the training session.**

Non-reported Absence: Any absence where a Team Members fails to call in and report the need to be absent prior to the start of their work shift. **Non-reported Absences are considered 2 unpaid or unscheduled absences. Exceptions will be considered at the Team Leader's discretion for extenuating circumstances or if the absence qualifies for FMLA leave.**

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Weather Absence: Absence designated by the team member, and approved by their supervisor for weather related reason. A weather related reason is when snow or ice impedes the ability of the team member to attend work. A weather absence can be arriving late, leaving early or calling off for the day/shift. Each team member will receive two (2) weather related absences between November and April each year. These absences will not be considered as unpaid or unscheduled absences under this policy. The duration of the absence is not a consideration, e.g. leave 3 hours early or call in for a day would both be considered one weather absence. Team members are required to use PTO, if available, to cover the absence (see Policy 2.29, Paid Time Off). Salaried employees who elect to work from home due to weather would have the absence count as a weather absence.

Team Members who hold certain positions may be asked to work from home if they are unable to make it into work. Departments may designate staff to work from home (non-exempt/exempt) as necessary to maintain essential business processes. Time worked would be paid, but the day would count as a weather absence.

Documentation of poor weather conditions must exist in order for an absence to be considered a weather absence.

Return to Work: If a Team Member is absent for three (3) consecutive work days they must provide a “Fitness for Duty/Return to Work” form before they will be allowed to return to work. The form must be completed by a health care provider and include any work restrictions or conditions that impact the Team Member’s ability to return to work.

The Team Leader may choose to accelerate the expectation process for Team Members who have demonstrated a poor attendance history. The following are the steps to address attendance issues:

1st step attendance expectations

Five (5) unpaid or unscheduled absences in a 12-month period

- or -

For a new Team Member = 2 unpaid or unscheduled absences in the first 90 days of employment

- ◆ 1st step expectations are in effect for 12 months (from date of expectations letter).
- ◆ Team Leader will document and review expectations with Team Member.
- ◆ Team Member is made aware of the availability of the Employee Assistance Program
- ◆ A copy of the expectations documentation is sent to the Team Member’s Personnel File in Human Resources.

2nd step attendance expectations

No more than one (1) unpaid or unscheduled absence in any three (3) consecutive calendar months during the 12 months that the 1st step expectations are in effect.

- ◆ Team Leader consults with Human Resources representative.
- ◆ Team Leader documents 2nd step expectations.
- ◆ Meeting is set with Team Member, Team Leader and Human Resources Representative or another member of management to go over expectations.
- ◆ Team Member is made aware of the availability of the Employee Assistance Program
- ◆ A copy of the expectations documentation is sent to the Team Member’s Personnel File

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in Human Resources.

- ◆ Once on 2nd step, any other violation of company policy or work rules will result in immediate termination. This includes not meeting performance standards for quality, productivity, safety, or attendance.

3rd step = Termination

No more than one (1) unpaid or unscheduled absence in any three (3) consecutive calendar months during the 12 months that the 2nd step expectations are in effect.

- ◆ Team Leader consults with Human Resources representative to review documentation and ensure proper termination protocol is maintained.

Scope: This policy applies to all full-time and part-time Team Members.

Annual Attendance Recognition

Effective for calendar year 2011 and annually thereafter, at the company's discretion, hourly paid Team Members who manage their time within the attendance guidelines laid out in this policy will be recognized with a \$50 gift card to a local merchant. Any hourly paid team member who is not on expectations for attendance or whose attendance record would not place them on expectations as of December 31 is eligible to receive the gift card in recognition of their attendance record.

Responsibilities:

The Team Leader is responsible for talking with the individual Team Member when attendance becomes a concern and documenting the days absent, tardy or leave early. The Team Leader will follow the 1st, 2nd and 3rd steps as outlined in this policy. Upon the Team Member's return to work after four consecutive days off (due to illness or injury), the Team Leader, with the Human Resources Representative, will review the "Fitness for Duty /Return to Work" form to determine if the Team Member can return with or without job accommodation. If the Team Member's reason for absence could qualify for FMLA (see policy 2.31) the Team Leader will consult with the HR Representative to determine eligibility.

The Team Member is responsible for attending work on a regular basis and following the appropriate call-in and notification procedures for their department. A "Fitness for Duty/Return to Work" release is required before returning to work after absences of three or more consecutive days for the Team Member's illness or injury.

The Human Resources representative will provide guidance for the Team Leader on the consistent application of this policy.

Attendance Policy 6

The Company places great emphasis on good attendance and punctuality. Regular attendance is expected of every employee. It is your responsibility to be on the job, on time each day, ready and able to work.

Excessive absenteeism and/or excessive tardiness will lead to corrective action up to and including termination.

An employee's attendance record strongly influences promotion, job transfer, and compensation increases.

Absentee Reporting

It is an employee's responsibility to notify their supervisor if they will be absent or late. Employees should call the attendance line and leave the following information:

- Employee's Name
- Supervisor's Name
- Absent or Late (expected arrival time)
- Explanation for occurrence

If an employee is absent for three (3) consecutive days without notifying their supervisor, we consider it "job abandonment" and must assume that he or she has voluntarily quit their job.

The Attendance Policy will be administered on a six- (6) month "rolling year" basis. Meaning, occurrences roll off after 6 months.

Occurrences will be accumulated as follows:

Tardy (late in or early out) = $\frac{1}{4}$ occurrence
(30 minutes or less)

Partial day absence = $\frac{1}{2}$ occurrence
(More than 30 minutes late in or early out)

Full day absence = 1 occurrence

No Call No Show = 2 occurrences
(NCNS)

Failure to report for scheduled voluntary or mandatory overtime = 1 occurrence

If you take three (3) or more consecutive days off due to illness, you will be required to provide a doctor's verification that you are able to return to work.

Exceptions

The following kinds of absences, when prearranged and/or in accordance with applicable law or company policy are not counted as occurrences:

- ✓ Vacation & Personal Days
- ✓ Leaves of Absence
- ✓ Occupational Illness or Injury
- ✓ Family/Medical Leave
- ✓ Military Leave
- ✓ Bereavement Leave
- ✓ Jury Duty

Attendance Corrective Action

Three (3) occurrences within a 6 month period – Coaching/Verbal Warning (documented)

Five (5) occurrences within 6 month period – Written Warning

Six (6) occurrences within 6 month period – Written Warning & Suspension

An absence/occurrence within 90 days of a suspension for attendance or reaching six (6) occurrences within 18 months of receiving a suspension is consider excessive and will result in termination of employment.

The Company reserves the right to bypass any or all the above steps when an employee accumulates attendance occurrences too rapidly to administer the appropriate warnings and to make exceptions to corrective action procedures listed above.

The attendance policy does not apply during the first 90 days of employment. During the first 90 days of employment an employee may receive no warning when absences are excessive prior to termination. Generally three (3) absences will result in termination.

Attendance Policy 7

No Fault Attendance Policy - Non Exempt

It is important for employees to arrive at their jobs promptly. Employees must be at their appointed work stations, on time, fully ready, and able to work at the start of their shift. Being on time is not only a good reflection on you, but is a necessity in a continuous shift operation like ours.

Under the no fault attendance policy, all of your absences will be treated the same regardless of reason. This excludes vacation and preapproved paid time off.

Reporting an Absence

Employees are responsible for notifying the Company if they will be late to arrive or unable to be at work due to illness, family emergency, etc. Employees have four hours from the beginning of their shift to call in and notify the Company of their absence by utilizing the attendance line for their site. When reporting your absence, please leave your full name, employee number, the reason for your absence, estimated date of return, and a telephone number where you may be reached. Calling and/or texting supervisors or coworkers to report an absence is not acceptable and will not be considered as reporting your absence resulting in a No Call No Show. Employees who call in after the four (4) hour mark will be issued a No Call No Show and two attendance points.

Guidelines – How the policy works

Employees are responsible to monitor their own attendance against this standard. The Company uses attendance records as a means to measure an employee's dependability and considers attendance in determining continued employment, as well as wage increases, promotions, transfers or lay-offs.

All employees start out with an attendance point balance of 0 points. Points are calculated on a 12 month rolling calendar year. If an employee has an unscheduled absence, tardy or left work early he/she may be subject to being charged points.

An unscheduled absence is considered anything that is not previously approved by a supervisor, excluding approved Leave of Absence (LOA) for funeral leave, jury duty, workers comp, military leave and Family Medical Leave Act (FMLA).

An absence of multiple consecutive days (up to 3 days) due to the same illness, injury or other incident will be counted as 1 point. If an absence due to illness extends to three (3) or more

days, employees must provide Human Resources with a physician's return to work statement (identifying specific restrictions if applicable) before being permitted to resume working.

When the number of consecutive scheduled work days exceeds 3 days, then additional points will be assessed for each day missed unless this is covered through WC, FMLA or pre-approved Leave of Absence. If time is approved as family or medical leave, HR will make required adjustments to attendance points.

Approved absence from work due to scheduled vacation, jury duty, funeral, or approved leave, will not be charged against an employee's attendance record providing adequate and appropriate documentation is provided to the HR Department prior to return.

Employees may use their personal time without having prior approval from their supervisor instead of receiving a point for an unscheduled absence.

- Guidelines
 - Employees must request to use their personal time at the time they call in to notify the Company of their absence.
 - It can only be used as a full day, not in one hour increments. Points will not be assessed for any full day absence in which personal time is applied.
 - Cannot be used while an employee is on a 60 day monitoring period.

Scheduled OT is considered as a scheduled day of work. If an employee is scheduled for overtime and calls in or fails to report to work, points will be assessed accordingly.

A maximum of one point can be accrued per day with the exception of a No Call No Show.

Points

- ¼ point = Tardy or Left Early 1 – 15 minutes
- ½ point = Tardy or Left Early 16 minutes – 4 hours
- 1 point = Tardy or Left Early 4 plus hours or an Absence of a full day or Consecutive days absent for the same reason
- 2 points = No Call No Show

Earn Back – Reduction of points

- 1 point is subtracted after every 3 months (90 days) of Perfect Attendance.
- 1 year after an occurrence, employees will have points subtracted that were assessed due to time missed the previous year to the date. Unless this will give them less than 0 points.
- Point balances may not be less than 0 points.

Warnings

- 3 Points accumulated = Documented Verbal Warning – **Step 1**
- 4 Points accumulated = Written Warning – **Step 2**
- 5 Points accumulated = Final Written Warning with a 2 day unpaid Suspension and 60 day monitoring period– **Step 3**
- 6 Points accumulated = Termination – **Step 4**
 - This excludes time off for FMLA, Workers Compensation, and Layoff.

While an employee is on the 60 day monitoring period, accrual of any points (regardless of point value and regardless of any reduction of points) will result in termination of employment. For example, if an employee is tardy by 9 minutes while on a monitoring period, this employee would receive 0.25 points which would result in termination of employment, even if this did not cause the employee to have a balance of 6 or more points accumulated.

No Call No Shows

Employees are issued a No Call No Show if they do not call in to inform the Company of their absence within four hours from the beginning of their shift. Any calls received after that four hour mark will be considered a No Call No Show.

- 1st No Call No Show will result in a written warning, plus 2 points.
- 2nd Separate offense will result in 1 day suspension (without pay) and a final written warning, plus 2 points.
- 3rd Separate offense will result in Termination from employment
- 2 Consecutive No Call No Shows will be considered job abandonment and will result in immediate termination of employment.

No corrective action steps need to be followed for sudden accumulation of unexcused absences. An employee may be terminated.

Attendance Policy 8

Punctuality and regular attendance are expected from all Employees. Attendance is one of the most important standards that will determine your success at the Company. Absenteeism is based on a point system under a “no fault” policy. Points are accumulated during a rolling 6 month period. (Points for a specific absence will roll off after 6 months of continuous employment has elapsed from the time of the event.) Once the point system falls to zero and remains at zero for 1 month, any disciplinary action for absenteeism older than 6 months will not be considered for further disciplinary action.

You are expected to be at work unless you have submitted a request for time off (paid or unpaid) and it has been approved by your immediate supervisor and the Plant/Operations Manager.

We will utilize an 8 point system, with points accumulating as follows:

- Absence = 1 point: Defined as missing 50% or more of your scheduled shift. In the event of an absence (due to an illness) that consists of more than one (1) day, one point will be assigned.
- Tardy = .5 points: Defined as punching in late and missing less than 50% of your scheduled shift. Points will be assigned at 1 minute past your scheduled start time.
- No Call No Show = 4 points: Defined as not calling in to report an absence no later than one (1) hour after the start of your shift.

Disciplinary action will be taken based on the following accumulation of points (combined absence and tardy) during a rolling 6 month period.

- 4 Points Written Warning
- 6 Points Second Written Warning
- 8 Points Termination of Employment

We understand that absences are sometimes unavoidable and our point system recognizes that fact. If an absence is necessary, *you must call into the attendance line to report your absence or tardiness immediately.*

TIME RECORDS

We utilize electronic systems to record time worked for payroll purposes. Each non-administrative hourly-paid Employee is required to clock IN at the start of the shift and clock OUT at the end of the scheduled work day. Hourly paid Employees with an unpaid 30 minute lunch period are to clock OUT and IN for lunch.

You should not clock in more than seven (7) minutes before your assigned starting time or seven (7) minutes after your assigned quitting time without authorization from your Supervisor. Violation of this policy may result in disciplinary action. Employees should clock in during the seven (7) minutes immediately before their assigned starting time and be at their work area ready to begin working at the assigned starting time.

Employees will not clock another Employee IN or OUT under any circumstances. In the event a mistake is made notify your Supervisor immediately. It is very important that the time records are accurate.

Attendance Policy 9

A person is employed because the Company needs that employee to perform certain jobs. When an employee is absent or tardy, that absence or tardy disrupts the work in that employee's department. The Company's attendance policy is based on the Company's belief that good attendance leads to greater productivity and higher profit sharing levels.

Any absence from work, other than those that fall under the Excused Absences defined in this handbook, will count as an "occurrence" against the employee and will be used as a basis for corrective action and considered as the employee is evaluated for wage increases and/or promotion.

The occurrence system is based on a twelve (12) month "rolling" period. To determine an employee's current number of occurrences, only the total number of occurrences accumulated over the past twelve (12) months will be considered.

- (a) **Notification Procedure.** Regardless of the reasons for absence or tardiness, all employees must notify the employee's supervisor no later than the start of the employee's scheduled shift that the employee is going to be late or absent. Such notice must be provided to the employee's supervisor for each day the employee is absent. Failure to call in for two (2) consecutive full days of absence may cause for immediate termination and is considered a voluntary quit without notice.
- (b) **Occurrence Tabulation.** Absences and tardiness will be assessed occurrences as follows:

½ Occurrence With proper notification, employees absent or leave early from work less than:
Two (2) hours: 8 hour schedule
Three (3) hours: 12 hour schedule in any day or shift will be charged one-half (1/2) occurrence.

One Occurrence With proper notification, employees absent or leave early from work for:
Two (2) hours: 8 hour schedule
Three (3) hours: 12 hour schedule
Or more in any day or shift will be charged with one (1) occurrence.

After three (3) consecutive days of absence, written documentation from the employee's health care provider (e.g., doctor or dentist) of the reason(s) for continued absence is required for consideration of the absences as an Excused Absence under the Family Medical Leave Act or under any other excused provision of this attendance policy, as well as to

avoid accumulation of additional occurrences for each additional day of absence.

No Prior Notice: When proper prior notification has not been given, an additional one-half (1/2) occurrence will be charged per day.

Overtime If an employee agrees to work optional overtime and does not show up for their agreed scheduled shift, the employee will be charged occurrences according to the above rules, unless good cause for the absence is shown.

(c) **Excused Absences.** The following are also considered, under the Company's occurrence attendance system, as "excused absences" which will not be counted as "occurrences" for an employee's absence so long as proper notification of the absence has been given to the Company.

- Reduced workdays or plant closing per agreement.
- Absences during an approved Family and Medical Leave Act leave.
- Work related medical leave (Worker's Compensation).
- Preapproved jury duty leave.
- Preapproved military duty leave.
- Voluntary EMS and fire department runs.
- Preapproved bereavement (funeral) leave.
- Preapproved time-off to vote (day of elections).
- Company approved alternative leave.
- Any other absence which is approved by the Company or which under applicable law may not be counted as an occurrence or otherwise considered in making employment decisions.

(d) **Corrective Action for Occurrences.** Employees will be subject to the following system of progressive corrective action:

(1) **New Employees.** Direct Hire Employees who are within the first ninety (90) days or Converted Agency Employees within their first forty-five (45) days of their employment with the Company are subject to the following progressive corrective action:

<u>Number of Occurrences</u>	<u>Corrective Action</u>
1	1 st written warning
2	Final written warning
3	Termination

(2) **All Other Employees.** All other employees are subject to the

following progressive corrective action:

<u>Number of Occurrences in 12-Month Rolling Period</u>	<u>Corrective Action</u>
3	1 st written warning
4	2 nd written warning
5	Final warning
6	Termination

Employees, who purposely abuse the occurrence policy, as determined by management, will be subject to corrective action up to and including discharge. Abuse shall be considered as, but not limited, to the following:

- Patterns of absence without justification or medical necessity, such as repeated absence on Mondays or Fridays
- Numerous and multiple days of absence
- Repeated failure to notify the Company of your absence
- Leaving work early, such as every Friday afternoon

- (e) **How to Erase Occurrences.** Direct Hire Employees who have completed 90 days and converted agency employee who have completed 45 days, may “work off” one full occurrence by working thirty (30) calendar days without being assessed an occurrence or a fraction of an occurrence. Such perfect attendance will void (work off) one full occurrence that has been on your record the longest time during the 12-month period. Acknowledged holidays will count towards a thirty (30) day work off period.

You may not save or accumulate “work off” credit given in this way for future absences if you have no occurrences at the end of a thirty (30) day perfect attendance period or at the end of your working qualifying overtime.

Attendance Policy 10

Regular consistent attendance and punctuality are essential elements of your job. Excessive absences, lateness, or early departure will result in disciplinary action, including potential termination of your employment. Associates who have attendance issues damage their own employment reputation and reduce the efficiency of their team, their business unit, and the Company. Because our profits are strongly influenced by our productivity, your attendance directly affects our costs, services to our customers, and reward opportunities. Unsatisfactory attendance or punctuality will also have an adverse effect on any promotional considerations and upon your team members who must cover for your duties.

A. Reporting Absences and Lateness

All non-exempt Associates must provide notice at least one hour prior to the start of your shift for all absences and lateness, by calling your Leader at your location.

Your Leader must be notified each day of any continuing absence. You will be provided with direct numbers to your Leader when appropriate. You must make every effort to contact your Leader directly.

Failure to provide proper notice will be documented in your personnel record and may result in possible disciplinary action.

If you are unable to speak directly with your Leader, you must speak directly with another Leader or designated contact. Please provide your name, the reason for being absent or late, and the estimated length of your absence or estimated time of arrival, and a phone number where you can be reached. It is your responsibility to ensure that proper notification is given. Asking another Associate, friend, or relative to give notification is not considered proper, except under emergency conditions. Lateness and absences will be recorded in your personnel record and may result in disciplinary action up to and including termination.

Exempt Associates will provide their Leader as much advance notice as possible, or inform them as soon as possible, of any unscheduled need to be absent or substantially late.

A. Absence and Lateness Classifications

a. The following absences will not impact your attendance record:

1. Worker's Compensation Injury Leave
2. Vacation, Company Holiday or Personal Holiday
3. Medical Leave of Absence and/or Family and Medical Leave (FMLA)

4. Personal Leave of Absence or Leave for the Convenience of Centro
5. Jury Duty
6. Military Leave
7. Religious Holidays (pre-arranged, use vacation or unpaid)
8. Approved Absences including:

Contingent, uncontrollable situations, such as tornado, flood, or excessive snow; fire, loss of plant electric, gas or water utilities; or lack of materials which prevent plant operations. These situations will be considered based upon individual circumstances, and whether the entire facility is affected. These absences must be approved by your Leader.

b. An Associate may request in advance to be absent for short periods of time for personal reasons. These flex time absence requests will be considered on an individual basis, with approval by your Leader required.

The following conditions for absences or lateness will have serious consequences including possible termination of employment:

- Improper notification of an absence, lateness, or early departure
- A dishonest reason for an absence, lateness, or early departure
- An unjustified reason for absence, lateness, or early departure
- Excessive absences except for those situations described in 1 - 8 above
- Excessive lateness or early departures
- An Associate may be excluded from overtime work in the week in which an absence or lateness occurs except for reasons identified in 1– 8 above

C. Effects of Absences, Tardy Arrivals, Early Departures and Other Shift Interruptions

- a. Absences, tardy arrivals, early departures, and other shift interruptions will be counted together, but are assigned different levels of severity and the method of counting depends whether the Associate is in their first 90 days or beyond.
- b. Missed punches will be charged one half (½) point for all Associates – subject to Leader review.
- c. Points are counted in a rolling 12 month period. Points expire 12 months from the date of the incident.
- d. Regardless of the length of employment, an absence of multiple days due to the same illness, injury, or other incident will be counted as one (1) point/occurrence for the purpose of this policy.
- e. If an Associate is scheduled to work overtime and either fails to report or reports after the scheduled start time, points will be charged the same as if it were a normal shift.

f. A maximum of one (1) point per day will be counted.

D. First Week and First 90 Days of Employment

- a. An absence, late arrival, early departure, or shift interruption in the first week of employment may accelerate discipline to termination of employment.
- b. During the first 90 days, each absence, late arrival, early departure, and shift interruption is counted as one (1) point. Missed punch is counted as one half (½) point.

Progressive Discipline in First 90 Days of Employment

Step One - One (1) point for an absence, late arrival, early departure, shift interruption, or missed punch in the first 90 days of employment will be the basis for a coaching session between the Associate and direct leader. The coaching session will be documented to the Associate's HR file.

Step Two - Two (2) points for any combination of absences, late arrivals, early departures, shift interruptions, or missed punches in the first 90 days of employment will be the basis for a written warning documented to the Associate's Human Resources file. The written warning, delivered by the Associate's direct leader, serves to notify the Associate that he/she is in violation of this company policy and that additional occurrences will result in further disciplinary action.

Step Three – Three (3) points for any combination of absences, late arrivals, early departures, shift interruptions, or missed punches in the first 90 days of employment will be the basis for a final written warning documented to the Associate's Human Resources file. Final warnings require prior involvement of Human Resources as counsel to Leadership. The warnings will be delivered by two levels of leadership, and/or Human Resources as circumstances require, and serve to notify the Associate that he/she is in violation of this company policy and that additional occurrences will result in further disciplinary action. The final warning will be documented to the Associate's Human Resources File.

Step Four - Four (4) points for any combination of 4 absences, late arrivals, early departures, shift interruptions, or missed punches in the first 90 days of employment is cause for termination of employment.

Attendance Policy 11

Regular attendance and punctuality are essential for the smooth operation of this company. We want to establish uniform guidelines that will ensure a consistent and fair approach to solving attendance problems. Therefore, we have developed the following attendance policy.

A. Definitions

1) **Incident**: An incident is an absence.

2) **Absence**: An absence from work is defined as the failure of any employee to report to work when scheduled. This applies to any assignment, be it a regular shift, overtime work, work related meetings, lunch, etc. One day of absence will be considered one (1) incident. A second day of absence is considered a second incident, and so on. If, however, a physician releases the employee from work in writing, the entire time of absence is only counted as one (1) incident.

3) **Tardy/Leaving Work Early**: Tardiness occurs when an employee is not present, and ready to begin working at his/her workstation at their scheduled time. Leaving work early occurs when an employee leaves work prior to the end of their scheduled shift. Tardiness/leaving work early, of less than four (4) hours will be considered one-half (½) incident. Tardiness/leaving work early, of four (4) or more hours will be considered one (1) incident.

4) **No Call/No Show**: Employees must report their absence each day; failure to do so is considered a no call/no show. Any employee who fails to call in and/or report to work for two (2) consecutive workdays is VOLUNTARILY terminating their employment. Due to the serious nature of not reporting to work, a no call/no show is considered one and one-half (1½) incidents and will result in an automatic Written Warning. Employees are allowed 1 no call/no show during their employment. Any further no call/no show will result in termination, pending investigation with supervisor and HR.

Exception: Vacation, paid holidays, jury duty, paid funeral leave, job related injuries, lack of work, military leave, and lay-off will not count as incidents. Pre-approved unpaid time off request and pre-approved non-medical leaves of absence will not count as incidents.

GUIDELINES FOR ATTENDANCE CONTROL

B. **Reporting Requirements**: Employees must notify their supervisor at least 30 minutes prior to the start of their scheduled shift if they are going to be absent or late.

C. **Guidelines for Attendance Control**: Based on the number of incidents in a twelve-month calendar period an employee will be subject to disciplinary action under the following guidelines. Note: If an employee goes to the doctor and is excused for a set duration, that duration counts as one (1) incident. Doctors slip must be supplied when the employee returns to work.

- 1) First incident- nothing.
- 2) Second incident- nothing

- 3) Third incident- Friendly reminder
- 4) Fourth incident- Oral warning
- 5) Fifth incident – Written Warning
- 6) Sixth incident- unpaid suspension
- 7) Seventh incident – will result in additional suspension days and /or termination of employment, pending investigation and review by management.

We consider the first six months of employment as an Introductory Period. During this time attendance is an important factor to continued employment with the Company, appropriate action will be taken based on the circumstances of any absence during the first six months.

Attendance Policy 12

Your job is important – both to Company operations, our customers and your personal goals. When employees are absent, their share of the work must be performed by others. Production is adversely affected. Therefore, it is important that you are on the job every day at the proper time and remain there as scheduled. Frequent tardiness and excessive absenteeism can lead to serious performance problems and result in corrective action, up to and including termination.

Wherever possible, employees should schedule all medical and personal appointments outside of work hours. Unscheduled absences, late arrivals, and early departures are grounds for Corrective action. Employees who expect to be absent, late, or leave early are expected to notify their immediate Supervisor as soon as possible, but no later than one-half hour prior to the start of the shift. At a minimum you are required to call the employee absence hotline to let the Company know you will be late or absent from work.

- Excessive absences and/or tardiness will result in corrective action.
- Failure to call in for an unplanned absence may be regarded as a voluntary resignation.
- You must call in each day you are absent, unless you have confirmed you will be out for a period longer than three (3) days.
- You are required to communicate directly with Human Resources for any absence lasting longer than three (3) days.
- If you intend to be absent or are absent for seven or more consecutive calendar days, other than for pre-planned time off (e.g., a vacation), you must request a leave of absence.
- It is anticipated you will respect the time limits of your, break, lunch or dinner periods and not take unauthorized absences from your work area.

The fact that an absence has been reported does not excuse the absence. The Company will comply with all Federal and State laws.

The Company Attendance and punctuality policy is a progressive points system that provides an opportunity to stay out of the system, reduce points and excludes absences for planned and approved time off.

Incident	Exceptions	Criteria	Points
Absence	Absent	Unplanned/Unexcused Absence for the entire shift (See note below)	1.00
Consecutive Absence	Absent	Unplanned/Unexcused Absence for 2 or more consecutive scheduled shifts will incur additional points per absence (see note below)	1.00
Tardy, Left Early	Tardy, Left Early	Tardy and/or left early	0.50

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Absence (No Call/No Show)	No-Call/No-Show	Absence without calling in	2.00
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Note: You will not accrue any points for the first five unplanned absences or for any of the following:

- Family Medical Leave
- Approved Paid Time Off
- Approved Holidays
- Jury Duty (requires proof of service)

Note: Employees are not permitted to punch-in earlier than 6 minutes prior to the start of their shift and must not begin work (or enter the plant area) prior to the start of their shift.

Scheduled or Mandatory Overtime

Acceptance of overtime creates an obligation to work the time scheduled just like a regular shift and in most cases is the result of special customer request.

In addition, if an employee fails to work mandatory overtime or is tardy for mandatory overtime, they will be subject to corrective action ranging from Informal Counseling to Discharge based on the severity and frequency of the incidents.

If an employee is mandated to work on their scheduled day off and they have a scheduled appointment conflicting with that mandated day, it is the responsibility of the employee to notify their immediate supervisor of the appointment.

It is the responsibility of the employee to provide documentation for that appointment on their next working day.

Tracking

Points will be tracked on an annual basis (January 1st to December 31st). The points will be recorded when the absence occurs, however, all points will be reset to zero (0) on January 1st of each year.

Corrective Action

The following corrective actions apply upon accumulation of points:

- Three (3) points counseling meeting with immediate Supervisor and/or Human Resources as well as a written warning.
- Four (4) points counseling with immediate Supervisor and/or Human Resources as well as a second written warning.
- Seven (7) points counseling with Human Resources a one day unpaid suspension.
- Eight (8) points Subject to termination of employment.

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The Company may waive the advance call-in requirement when management determines that there are extreme circumstances beyond the control of the employee, which result in the failure to make a call as required above.

Employees may appeal four times in a rolling twelve month period by providing evidence of the inability to work. Upon return to work, the evidence must be submitted to the HR Manager.

Other Considerations

FMLA – Absences covered under the Family and Medical Leave Act or other applicable laws may be considered as exceptions to the above and will be considered on a case-by-case basis within this policy. See Human Resources if you have any questions.

Attendance Policy 13

It is important that you be regular in your attendance and that you report to work on time. However, we do realize that there are occasions when it is necessary for you to be absent or late for work. If you know in advance that you will be absent or late to work, it is your responsibility to notify your Supervisor. Please call 555-555-5555 to report your absence. Please state clearly and fully the reason for your absence and how long you will be off.

If the occasion is such that you cannot give advance notice of an absence or tardiness, you are expected to contact the Company no later than two hours after your shift begins or your absence will be considered unreported (even if you subsequently report to work that day). If you are absent for three consecutive work days without notice we will assume that you have chosen to resign.

The Company has adopted a no-fault attendance policy that assigns points for different types of attendance infractions. Attendance points are largely influenced by scheduling requirements. When absences can be planned in advance and a replacement can be scheduled, it greatly affects our ability to meet production schedules. Unscheduled absences should be avoided at all costs. Attendance points are assigned as follows:

Tardy, leave early, leave and return, less than 2 hours	=1 point
Tardy, leave early, leave and return, more than 2 hours	=2 points
Unscheduled or Unexcused Absences	=3 points
Unreported Absence (no call no show)	=6 points

Any employee who accumulates 27 points within any rolling 12-month period will be subject to immediate termination. During the 60-day introductory period employees are subject to termination upon reaching 8 points. In addition, any combination of three tardies or early departures within a 30-day period will subject an employee to discipline, and three unreported absences in any 12-month period shall be considered excessive and result in discharge.

Infraction points roll off after 365 consecutive days. Employees will be subject to a verbal warning (at 10 points) and Suggestion for Improvement (at 20 points) prior to termination; however, the failure of the Company to issue either or both of these disciplinary notices does not impact a termination at 27 points. Employees are expected to have good attendance and to keep track of any infraction points they are assessed.

If an absence spans multiple consecutive days due to illness that is being treated by a physician, the absence will be treated as a single infraction (3 points). The employee must provide certification from his/her physician upon return to work for this to apply.

If an employee receives a court order to appear that requires time away from work, the subpoena must be presented to the employee's Supervisor and the Human Resources Department prior to the designated date. This excused time away from work will not be counted as an infraction.

Each employee may use up to four (4) unpaid personal days per calendar year. Personal days are available when you need time off for various reasons, school programs, doctor's appointments, special ceremonies etc. With advance notice of 48 hours and approval from your Supervisor, you may take a personal day and no attendance points will be assigned. Personal days will be granted on a first come, first served basis, and no more than two operators and one member of the following group (section leads, process techs, mold setters, and material handlers) will be allowed to take a personal day per shift. Personal days cannot be used for days on which mandatory overtime is assigned.

Perfect Attendance Reward: Any employee that has no attendance points during a calendar year will be rewarded with an additional day (8 hours) of PTO.

Attendance Policy 14

Attendance is an important performance issue in a plastic injection molding operation. If you do not report to work at your scheduled shift, on time, and work the full shift, we cannot make our production goals effectively. Therefore, this policy will apply to all hourly production employees at the Company. It also applies to scheduled overtime, whether mandatory or voluntary. Meeting attendance standards is a “Condition of Employment” and failure to meet these standards may result in “for cause” termination. Nothing in this policy will amend the basic “at will” nature of the employment relationship.

Planned and Unplanned Absences

Planned absences are those that allow the supervisor sufficient time to adjust the work schedule in advance:

- Vacation/sick time available
- Request is given by shift end for the next work day. In other words, if you work 3rd shift and you expect to be absent on Sunday night/Monday morning, you must notify your supervisor by the end of your shift on Friday morning if you want to have a planned absence.
- Tardy -- If you are expecting to have difficulty reporting to work on time for the following shift, and you make your request to your supervisor by the end of the previous shift, you may be given a “planned absence” for your expected tardy.
- If you must leave early or take a period from the middle of your shift, you may be given “planned absence” status if you make a request to your supervisor one shift in advance.

Unplanned absences are those in which the supervisor has less than a shift’s notice. Unplanned absences are automatically UNEXCUSED except in the following circumstances:

- Paid sick time is available (two per year for those who qualify)
- Available sick time will be automatically used if available
- The employee can demonstrate in writing a legitimate illness/emergency and the supervisor’s review confirms that the absence is excused.
 - Only the review team (comprised of two supervisors and the designated senior management representative) agreeing can make an absence excused.
 - Documented emergencies will not be automatically deemed excused – only those agreed upon by the review team will be given excused status.

Tardy and Partial Shifts

- Tardy is any time you punch into work more than one minute after the time your shift begins. Three tardy instances are equal to a full shift of unplanned absence.
- Partial Shift – if you take time off in the middle of your shift, or if you leave the shift before it is complete, the following rules will apply:
- If you work less than four of your eight hours, this will be counted the same as a full shift of unplanned absence.
- If you work more than four of your eight hours, this will be counted the same as a tardy.

Vacations

The Company invests in vacation time so that you will have an opportunity to take a rest or attend to your personal needs. The awarding of planned time off is subject to the needs of the operation and sufficient advance request:

- More than a week of vacation requires two weeks' prior request to the supervisor
- More than two consecutive shifts, or to extend a holiday weekend – at least a week's advance request to the supervisor
- One shift or partial shift – one shift advance request
- If you do not have vacation time available, unpaid planned time is subject to the approval of the review team.

Holiday Pay

If you call in the shift before or after a paid holiday and the review team grants an excused absence, your holiday pay will be awarded to you. All other unplanned absences immediately before and after holidays will result in the forfeit of holiday pay.

Attendance Line Procedures

You must personally call the Attendance Line at least one hour before your shift if you are expecting to be absent or late. State your name clearly, your shift, and the time you expect to miss. You must call in each day you need to be off. A “no call/no show” is any time you do not show up for your shift and have not made a call. Calls or text messages to the cell phone or home phone of the cell leader, supervisor or other co-worker do not qualify as a “call-in”.

Disciplinary Action

Automatic Dismissal --Employees will receive a disciplinary action notice for each unexcused absence. They will be notified if the unexcused absence is the first, second or third unexcused absence in a six month period. The fourth unexcused absence in a six month period is automatic dismissal for cause.

Chronic Attendance Issues --If you are chronically late or absent, but find a way to maintain your attendance within the “three in six month” level outlined above, you may still be subject to discipline up to and including termination. If you receive a second notice more than once in a year – or a third notice twice in two years, or some similar pattern of chronic absenteeism, you may be deemed to have a chronic attendance problem and subject to discipline.

Excessive Excused Absences -- Excused absences cannot become excessive. An average of one excused absence per month in a six-month period is excessive, and the employee's availability for work will be reviewed upon reaching this level.

“No-call/No-show” – is deemed to be “job abandonment” and will be registered as a voluntary termination of employment. One incident is sufficient to result in termination.

FMLA -- If an employee has a legitimate need for FMLA protections, they can apply to Human Resources in writing with doctor's notice on the proper form.

Newly hired employees, with less than 90 days of service are not allowed any unexcused

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absences or incidents of being tardy– any incidents may result in termination of employment.

Acknowledgement

I have received the above policy. I have had a chance to discuss it with my manager.

I understand that my scheduled start time is _____

Print Name _____ Shift _____

Signed _____ Date _____

Attendance Policy 15

NO-FAULT ATTENDANCE POLICY

The purpose of this policy is to maintain a high standard of attendance and to assure reasonable, fair and consistent treatment of all associates under the policy.

As a Company associate, you are an important part of the operating team and perform necessary functions on a day-to-day basis. If you are going to be absent or late in reporting for work, training classes, meetings, or other assignments, the functions or activities may not get done efficiently or effectively and other associates may have to shoulder the burden. Despite your fellow employees' best efforts, lost production time and customer dissatisfaction can result. For the purpose of this policy, a 'workday' is any day you are assigned to work, attend training sessions, and/or attend mandatory meetings.

The following outlines the specific details of the attendance policy:

1. CLASSIFICATION OF INCIDENTS

The company will review the specific facts surrounding each attendance incident. Based upon the facts and past practice, the incident will either be deemed excused or unexcused. Incidents for jury duty, funeral leave, military leave, work-related injury, FMLA, lack of work, vacation, school required conferences or any other absences authorized by the Company do not constitute unexcused absences. However, failure to provide notification and documentation for such absences may result in the incident(s) being unexcused.

2. PARTIAL INCIDENTS

Partial incidents (late arrivals, long lunch, or early leave) of less than four (4) hours will only count as one-half (1/2) an incident. Partial incidents in excess of four (4) hours will count as a full incident. A combination of two (2) partial incidents in a Record Year will equate to one (1) full incident.

3. RECORD YEAR

Each associate will have an individual 'Record Year.' The Record Year will extend back twelve (12) calendar months from the current date. The following chart illustrates the level of discipline based on individual absenteeism during the Record Year:

<u>Number of Occurrences</u>	<u>Level of Discipline</u>
4 Unexcused	Written Warning by Supervisor
6 Unexcused Manager/HR Dept	Written Warning by Supervisor, Plant

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Disciplinary action will remain active in your file during the Record Year, during which time it will be used to determine the level of discipline for other incidents. After the Record Year, discipline will remain as a permanent part of your file.

4. ASSOCIATE ILLNESS

A written statement from your doctor verifying your need to be absent and authorizing you to return to work *must* be presented to the Human Resources representative upon request or to your supervisor on your *next* workday, whichever occurs first. If the documentation is provided upon return, the incidents will count as one point. (i.e. absent three days and bring in documentation next day upon return, absences will be combined as one point). FMLA certified incidents are considered excused.

5. NOTIFICATION

If you are going to be absent or late, you are required to properly notify the supervisor on duty at least one hour prior to the start of your shift or scheduled appointment. A separate call for each day of absence or lateness is required unless prior arrangements have been made with your supervisor or Human Resources representative. (I.e. an absence of two (2) days will count as two (2) separate occurrences). If you call to report you will be late and then cannot come to work, you must contact the supervisor on duty or your department manager again for that shift. Lack of telephone or means of contacting the Company is not an acceptable excuse. Because proper notification is important when arranging for alternate coverage, repeated incidents of late notification (Improper Call Off policy) will result in disciplinary action.

Overtime: Overtime not worked will be counted as absence points in addition to regular time missed. I.e. employee misses regular shift (8hrs = 1pt) and 4 hrs. overtime (4hrs. = 1/2 pt.) for a total of 1.5 points.

You must notify your supervisor or department manager in a timely manner and obtain permission for partial incidents involving urgent personal business that cannot be taken care of at some other time (i.e. court-mandated appearance, emergency resulting from damage to your home or property, doctor appointment for you, or your spouse or child, which cannot be scheduled on a day off, etc.)

6. NO CALL/NO SHOW

Failure to notify the Company of your absence will be treated as two (2) unexcused incidents (2 points) and you will receive the appropriate level of discipline based upon your Record Year. Two 'No Call No Show' incidents in a 12-month period will result in termination. Two (2) consecutive days of unreported absences shall constitute a voluntary resignation.

7. EXCESSIVE ABSENTEEISM OR PARTIAL INCIDENTS

Each case of excessive absenteeism or partial incidents, excused and unexcused combined, will be reviewed by the Company. The appropriate level of discipline, up to and including termination of employment, will be taken. The Company has no intention of designing a program that is so rigid that it is detrimental to most associates in order to address the problems created by a few. Therefore, if, in the opinion of management, there are patterns of abuse that are not addressed by the stated provisions of this policy, management reserves the right to address those issues on a case-by-case basis using appropriate remedial action that may be outside the specific guidelines of this policy.

Amendments

Management retains the right to alter this policy at any time at its discretion. Notification of such change(s) will be communicated to all associates prior to implementation.

Orientation Period Attendance Policy

All employees of the Company are employed on an orientation basis until they have completed the first 90 days of their employment. During the orientation period, employees are encouraged to ask questions of their supervisor and trainer and to evaluate the Company and the opportunities they will have as a part of the team. The supervisor welcomes your suggestions and comments on the training needed during these early stages of the Company career. Continual progress should occur during the orientation period. Lack of improvement may cause the employment to end prior to 90 calendar days. If you or the Company determines that your abilities and/or performance are not suitable for the job requirement, termination may occur at any stage of your employment. Because all employment is “at-will” the employment relationship may be terminated by the Company or the employee at any time.

Your supervisor and trainer will give you the help and guidance you will need as you become familiar with your department, the requirements of your job, and how it contributes to the overall operation.

After you have been employed 90 days, you will be evaluated and informed of your rating by your supervisor and/or Human Resource Manager. A satisfactory rating upon completion of the 90-day orientation period will qualify you as a regular employee. Seniority starts when you complete the 90-calendar day orientation period and shall then date back to your most recent hire date.

During the 90-day orientation period, employees are not eligible for benefits such as medical or personal leave. Employees are eligible for Death in Family Pay, Jury Duty Pay, and Military Leave. Holiday pay eligibility begins upon completion of 60 days of employment. Eligibility for group health coverage occurs at the first of the month following the completion of 60 days of service.

Attendance policy during the orientation period of 90 days

- Tardiness on three (3) separate occasions or total absence/tardiness of 24 hours will

constitute a violation of the attendance policy and may result in termination.
Undocumented absence/tardiness on one (1) occasion may result in termination.

- Documented absence/tardiness means the event is followed up with a doctor's note or viable excuse for the reason absent or tardy (i.e.: note from court, note from provider of mandatory services requiring the missed work). Documentation must be presented the first day upon return or prior to absence/tardy. Appointments prohibiting your responsibility to the Company must be arranged around your scheduled work period whenever possible.

Employee Signature

Date

Attendance Policy 16

Employees are expected to personally call as soon as possible but no later than one (1) hour prior to their scheduled work shift to report an absence or late arrival. The employee's supervisor should be notified immediately. Employees calling to report an absence or late arrival must call the Plant office and leave a message. An employee who is off work for more than one day must call in each day, unless specifically excused previously for a certain period of time (e.g. hospital confinement).

Absences are either excused or unexcused. The definition for each is as follows:

Excused: Employee illness or disability which is covered by an acceptable doctor's excuse or approved leave of absence which is covered under the Family and Medical Leave policy, Bereavement Leave policy, Jury Duty policy or Military Leave policy. The following information is required on an acceptable doctor's excuse:

- a. Date and time the employee saw the doctor.
- b. Date the employee can return to work.
- c. Restrictions, if any.
- d. Exact days covered by the excuse.

ALL OTHER TIME OFF MUST HAVE PRIOR CORPORATION APPROVAL TO CONSTITUTE BEING AN EXCUSED ABSENCE. If an absence is excused and there is documentation from a physician to support it, the employee can choose to take the absence as unpaid and not use PTO to cover it. This will be called a Non-Paid Excused Day. If the absence has not been excused and supported by documentation from a physician, PTO must be used to cover it. Employees will continue to be subject to discipline up to and including discharge for excessive absenteeism, whether excused or not.

Unexcused: Any absences taken without a certified doctor's excuse, not covered by PTO or the circumstances described above, or not previously authorized by the Corporation.

One (1) unexcused absence will result in an oral warning; and two (2) unexcused absences during a sixty (60) calendar day period will result in a written warning. Three (3) unexcused absences in a sixty (60) calendar day period may result in discipline up to and including discharge.

Absences will be counted as follows:

If you come to work and work less than four hours, it is considered a full day absence.

If you come to work and work more than four hours, it is considered a ½ day absence.

Attendance Policy 17

The success of our company is dependent on each employee's job performance. Regular and punctual attendance is, of course, an essential part of job performance and a responsibility of employment. When employees arrive at work late, leave early or miss a shift altogether, their absence places an added burden on their co-workers and our ability to meet the requirements of our customers. For these reasons, employees are expected to be at work every day that they are scheduled, unless have scheduled time off in advance or are otherwise prevented from doing so by a compelling reason.

The Company appreciates the efforts of those employees who are able to achieve a record of attendance excellence. Accordingly, we have established a program to recognize the achievements of these people.

If a situation arises that prevents you from reporting to work or will cause you to be late, you are responsible to call a supervisor at the Company at one (1) hour before the start of your shift or as soon as you are aware you will not be reporting to work. If you are unable to call, you should arrange for someone to call on your behalf. This allows us to better plan for our customer requirements. Any available PTO will be applied to unscheduled absences, Monday-Friday.

In working with employees with substandard attendance, our objective is to encourage improvement through counseling and assistance. It is only when such problem solving efforts fail and absenteeism continues to interfere with individual and group performance that additional measures are taken. We will review these situations taking into consideration circumstances and performance history to determine what actions are required.

The purpose of the Company policy is to define acceptable employee attendance and to set forth the administrative guidelines for dealing with excessive absence situations.

Absences and Tardiness

Absences due to illnesses or injuries which qualify under the Family and Medical Act (FMLA) will not be counted against an employee's attendance record. Medical documentation within the guidelines of the FMLA will be required in these instances. Other qualified absences under FMLA will not be counted against an employee's attendance record, however, use of intermittent FMLA will require an employee contact their supervisor prior to the start of their shift.

Prescheduled times away from work (scheduled 24 hours in advance) are not considered occurrences for the purpose of this policy.

Arrival and departure times will be determined by the time on the time recording system. An employee is considered late if he or she is not punched in at scheduled shift starting time; an early departure is one in which the employee leaves before the scheduled end of his or her shift;

and shift interruption is when an employee may leave during his or her scheduled shift for a period of time other than lunch break but returns before the end of their scheduled shift.

If an employee is scheduled to work overtime and either fails to report or reports after the scheduled start time, this will be seen as an occurrence.

No Call/No Show

Not reporting to work and not calling to report the absence is a no call/no show and is a serious matter. The first instance of a no call/no show will result in a final written warning. The second separate offense may result in termination of employment with no additional disciplinary steps. Any no call/no show lasting two consecutive days is considered job abandonment and will result in immediate termination of employment. If the employee has already begun the step discipline process for attendance/punctuality when a no call/no show occurs the disciplinary process may be accelerated to the final step.

Management may consider extenuating circumstances when determining discipline for a no call/no show (for instance, if the employee is in a serious accident and is hospitalized) and has the right to exercise discretion in such cases.

Procedures:

Management reserves the right to use its discretion in applying this policy under special or unique circumstances

Although occurrences will roll off an employee's record after twelve months, habitual offenders (those who have established a pattern of absences or continued absence occurrences as occurrences drop off) may trigger step discipline even though a twelve-month old infraction has fallen off, if he or she continues to incur occurrences.

Excessive Absenteeism and Tardiness

You are expected to maintain a satisfactory level of attendance - except as otherwise provided in the handbook or by law, employees will be subject to disciplinary action, up to and including termination, if their attendance reaches an excessive level.

Excessive absenteeism does not include absences for; Pre-scheduled PTO, jury duty/court subpoena, LOW, bereavement leave, pre-approved leaves of absence, military leave, pre-approved unpaid time off. An occurrence is recorded for all other absences as follows:

<u>Time Missed</u>	<u>Points Incurred</u>
0-4 hrs	½ point
4+ hrs	1 point
No Call/No Show	2 points
1-3 consecutive days illness	1 point*

*Note: All attendance policies are submissions by MAPP members. MAPP only removed identifying information, no other alterations have been made to any policies in this document.

Corrective action may consist of the following within a rolling twelve (12) month period for plant hourly employees:

Occurrences – Last 12 months Corrective Action Step

1 – 2	None (no notice to employee), counseling as appropriate
2.5 – 3.5	Problem Solving Mtg – Supvr. & Verbal Warning
4	Problem Solving Mtg – Supvr & Written Communication
5	Final Corrective Counseling – Supvr & Final Written Communication
6	Discharge

***Example of a rolling twelve month period for occurrences – Employee is absent on 1/15/07. This absence stays on record for the purpose of this policy until 1/15/08.*

Attendance Policy 18

The purpose of this policy is to provide for fair and consistent treatment of employee absences within the operating divisions of the Company. We recognize that good attendance should be the rule, not the exception. The following policy will clarify any concerns regarding employee attendance.

Types of Absences:

1. Excused absence
2. Unexcused absence

Excused absences will be defined as follows:

- A. Funeral leave
- B. On-the-job injury. If an employee misses work due to an accident or illness that is work-related, with proper medical documentation, any occasions missed will not be charged against their attendance.
- C. Any absence covered under the Family Medical Leave Act
- D. Jury Duty or witness leave, as long as the employee is not a witness on his/her own behalf
- E. Military Leave. The employee must provide a set of orders with the date, location, and signature of the Commanding Officer. Employee may also be excused because of military physicals.
- F. Severe weather conditions. Absences due to weather conditions that result in plant shutdown only, will be excused.
- G. Vacations. Pre-planned and pre-approved
- H. National holidays and company holidays.

Unexcused Absences will be defined as follows:

- A. Employee illness. Note: If you are ill for three (3) or more consecutive workdays, **or** you require hospitalization, you must present a doctor's release to work, with no restrictions/ If you do not present this documentation, you will not be allowed to return to work. If an absence due to illness is going to be more than three (3) consecutive days, a leave of absence will be required.
- B. Family illness/emergency. Absence due to the care of a child or spouse will not be excused unless the employee is entitled to FMLA.
- C. Suspensions.
- D. Personal time off. Any absence due to personal time off, regardless of the reason, will not be excused. If personal time off is going to be greater than three (3) workdays, a leave of absence will be required.
- E. Transportation problems. Absences due to transportation problems will not be excused.
- F. Job Abandonment

*You are required to call in each day you are absent even if the days run consecutively.

*No Call/No Show – Any incident where the employee does not contact their supervisor within the first hour of their scheduled shift to inform him/her that they will not be in to work as scheduled, is considered a no call/no show. (The Company reserves the right to decide if an

emergency caused the employee to not be able to report to the supervisor within the first four). If the employee does not have a good cause for their no call/no show, the employee could take two (2) occurrences for that day, OR the company can take this as a voluntary quit.

Weight of the incidents is outlined as follows:

- | | |
|--|---------|
| 1. Missing a day of work due to the following: | 1 Point |
| a. Employee illness | |
| b. Family emergency | |
| c. Transportation Problems | |
| d. Personal reasons or other | |
| 2. Approved leave of absence (not covered by FMLA) | 1 Point |
| 3. Unexcused absence | 1 Point |
| 4. Tardy/Early out (1 minute to 2 hours) | ¼ Point |
| 5. Tardy/Early out (2 hours 1 minute to 4 hours) | ½ Point |
| 6. Tardy/Early out (4 hours 1 minute to 5 hours) | ¾ Point |
| 7. Tardy/Early out (6 hours 1 minute or more) | 1 Point |

If an employee is terminated because of a no call/no show, it is viewed as a voluntary quit on the part of the employee. We at the Company cannot control the employees ability to get work. However, we will do what we can to retain our employees through constant review of their attendance, so that each employee knows exactly where they stand. Once again, this is a courtesy to the employee and not a contract of the attendance policy.

Attendance Policy for Introductory Employees

The introductory period for new employees is sixty (60) days.

Each new employee will be given three (3) points (points will be defined as any unexcused absence) within their first sixty (60) days.

Any employee who uses the three (3) points within the first sixty days, will be “point out” and will be terminated.

If an employee does not use all three (3) points, those points used still remain on their record for six (6) months from the day they occurred.

Non-Introductory Employee Attendance Policy

Once an employee is through their introductory period, they will be given four (4) points added to their three (3) they were given for introductory period to equal seven (7) for their first six (6) months. Any points the employee had during the introductory period will still go against their six (6) month points.

Any employee using seven points in the six (6) month period will “point out” and be terminated.

Any employee not using all seven (7) points within that six (6) month period, will gain back any point they had after a six (6) month period. Attendance is on a rolling six month calendar all of the time.

Key Personnel Attendance Policy

Key Personnel will be allowed five (5) points in a calendar year. Five (5) new points will be given each January 1st.

Examples:

Introductory Employee Attendance Example

Employee hired on 1/1/13

3 points until 3/1/13

1/15/136 Employee Illness = 1 point
Employee now has 2 points remaining.

2/1/13 Personal Day = 1 Point
Employee now has 1 Point remaining

2/25/13 Transportation issue = 1 Point
Employee now has 0 points remaining points out

Non-introductory Employee Attendance Example

Employee hired on 1/1/13

3 points until 3/1/13

1/15/136 Employee Illness = 1 point
Employee now has 2 points remaining.

2/1/13 Personal Day = 1 Point
Employee now has 1 Point remaining

3/1/13 Employee receives 4 Points to equal seven (7) for the first six (6) months
Employee now has 5 Points

3/25/13 Transportation issue = 1 Point
Employee now has 4 Points remaining

5/1/13 Personal Day = 1 Point
Employee now has 3 points remaining

6/1/13 Employee Illness = 1 Point
Employee now has 2 Points remaining

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*7/1/13 Employee gets back their point from 1/1/13
Employee now has 3 Points remaining

Key Personnel Attendance Example

Employee is given 5 Points on 1/1/13

3/1/13 Personal Day = 1 Point
Employee now has 4 Points remaining

6/1/13 Employee Illness = 1 Point
Employee now has 3 Points remaining

8/1/13 Transportation issue = 1 Point
Employee now has 2 Points remaining

*1/1/14 Employee is given five (5) Points for the calendar year

Attendance Policy Review System

Introductory period

Reviews will occur when the employee is down to the following point balances:

1 point

*Employee cannot have 3 points in their first sixty (60) days

6 Month period

Reviews will occur when the employee is down to the following point balances:

5 points

3 points

1 point

*Employee cannot have 7 points in six (6) months

Key Personnel

Reviews will occur when the employee is down to the following point balances:

3 points

1 point

*Employee cannot have 5 points in one (1) calendar year

VACATION

*Note: All attendance policies are submissions by MAPP members. MAPP only removed identifying information, no other alterations have been made to any policies in this document.

All employees will be eligible for vacation time upon completion of their first year of employment. On their anniversary date, employees will receive (5) days of paid vacation. After two (2) full years of employment, the employee will earn ten (10) vacation days, and after five (5) full years of employment, the employee will then ear fifteen (15) days of vacation. All vacations must be pre-scheduled and pre-approved by the employee's supervisor.

Vacation requests must be in writing, a twenty-four (24) hour notice given to your supervisor, and approved by your supervisor. If you call in for sick or personal reasons, and later want to use vacation so it is not unpaid, vacation will be granted, but the point will still be charged against your attendance. The vacation day will not excuse your absence.

Attendance Policy 19

1. The company expects that every employee will be regular and punctual in attendance. The means being ready to work, at their starting time each day. Absenteeism and tardiness places a burden on other employees and on the Company.
2. When you are unable to work, please promptly notify your supervisor or the Receptionist. In the event neither is available, leave a message on the Company phone system. Leaving a message with a fellow employee does not constitute an accepted notification of absence. If you do not report for work and the Company is not notified of your status, it will be assumed after two (2) consecutive days of absence that you have voluntarily resigned, and you will be removed from the payroll.
3. If you become ill at work and/or must leave the Company property for some other reason before the end of the workday, be sure to inform your supervisor of the situation before you leave.
4. Excessive tardiness or absenteeism will result in disciplinary action up to and including discharge.

Attendance Policy 20

Hourly Employees

We expect you to maintain good attendance. You are responsible for your own attendance record. There may be legitimate reasons for being absent, which should be communicated to your Supervisor. However, such reasons – as well as your attendance – will be evaluated on the basis of your record as you make it. Our counseling and discipline procedures are based on your entire attendance record.

When you find it necessary to be absent for any reason, a report should be made promptly to your Supervisor, in advance, whenever possible.

Chronic Attendance Issues

As with all employees, you are expected to be here every workday. Your absence from work imposes a serious burden on your coworkers. The Company cannot grow and prosper with those who do not come to work regularly, regardless of the reason. The attendance policy should not be viewed as free or personal days or as the number of days you are expected to be absent. The Company reserves the right to discipline and/or terminate employees who are repeatedly and chronically absent even though they technically have not reached the termination step.

Attendance Tracking

Attendance tracking is done using a rolling twelve (12) month calendar year. Unexcused absences or tardiness, including overtime (mandatory or voluntary), will be assessed via a point system.

1. One (1) point will be issued for each unexcused absence, including no call/no show incidents – reference excusable absences section.
2. One-half (1/2) point will be issued if you report late for work (tardiness) from your scheduled starting time to anytime less than two (2) hours after your scheduled starting time, or for leaving work early less than two (2) hours before the end of your scheduled work shift.
3. One (1) point will be issued for reporting late for work two (2) hours or more after the start of your scheduled work shift, or for leaving work early two (2) or more hours before the end of your scheduled work shift.

Point Accumulation/Disciplinary Actions

The following system of point accumulation will be used to enforce attendance:

4 th point	Notice Given*
6 th point	Final Warning**
7 th point	Termination

* Employees who reach 5 attendance points or higher for attendance will be ineligible for pay increases, promotions, and to bid for internal job postings

** Employees who reach 6 points will be notified through a final warning that reaching 7 points will result in termination.

Removal of Points

All points will drop off after 12 rolling months.

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Excusable Absences

Only those absences listed below will be considered permissible (excused) under the Company's attendance policy.

- a) Advanced scheduled vacation days approved at least 24 hours in advance of the absence.
- b) Same day call-in vacation in accordance with the call-in procedure – maximum of two (2) occurrences per calendar year – no points associated.
- c) Company approved holidays.
- d) Funeral/Bereavement absences approved by the company.
- e) Jury duty.
- f) Company convenience, lack of work, or official Company shutdown.
- g) Military duty.
- h) Summoned or subpoenaed which requires you to attend a legal proceeding. Absence must be documented by written proof from the presiding judicial/legal entity. This does not include incarceration, which is not an excused absence.
- i) Disciplinary suspension.
- j) Consecutive day absences, due to personal illness or injury within the same work week, with or without a doctor's note, will be considered as one (1) unexcused absence.
 - The only exception to points given would be if an employee qualifies for a leave of absence under "Leaves of Absence Policy".
 - If time missed continues into the following week another point will be given. Weeks are defined as Sunday – Saturday.
- k) Points will not be incurred if the supervisor sends home an ill employee who put an effort into coming to work. (If the employee continues to be off work beyond this day, they will need to call in per the Call-In Procedure and will receive points as noted above under consecutive day absences).
- l) Approved leaves of absence, including approved time off under the Family Medical Leave Act (FMLA).
- m) Absence because of valid industrial, work-related injury, as approved by the Company and the Insurance Carrier.

Call-In Procedure

If it is necessary for you to be absent, you need to report your absence within 1 hour of your scheduled start time or you will be charged with a “No Call/No Show”. Production employees should call the absentee line you were given or reference Policy 64: Important Phone Numbers to report your absence or tardiness. Please leave a message indicating the *specific reason* why you will be unable to report to work (ex. “personal illness”; “ill child”; “car trouble”), your first and last name, clock number, shift and department. You must call in each day you are absent. This policy is applicable for same day call-in vacation days.

No Call / No Show

Unreported absences indicate a lack of interest in your job. No Call/No Show incidents are a violation of the standards of conduct and are subject to the progressive discipline process. Three (3) no call/no shows during any given rolling 12 month period will lead to termination of employment.

Clocking In and Out / Badges

The company is required by law to keep a record of the attendance of all regular hourly employees. At the Company this is accomplished by requiring hourly employees to record their time by “swiping” in and out on the company time clocks.

All new hourly employees will be provided with a time card/badge and given directions on its use. Badges are to be worn by employees for identification purposes at all times. The intent is to facilitate security screening of personnel entering and leaving the workplace. Continued instances of failing to “swipe” in and out may result in disciplinary action up to and including termination.

Keeping an accurate account of the hours that you work is considered an important part of your job. We are required by both State and Federal wage and hour laws to maintain an accurate recording of time worked for all hourly employees.

To ensure that we are in compliance with these laws, you must swipe your time card/badge in and out at the beginning and end of each work day. Although you must swipe in prior to your starting time, your pay will not be computed until you actually start to work. Tardiness and leaving early is subject to the company’s Attendance Policy. Clocking in more than 7 minutes before start time isn’t allowed.

Instances of failing to swipe in and out will count the same as a tardy and/or leave early under the attendance guidelines unless the employee has lost their badge and obtains a new badge from the Human Resources Department within two days. (A cost may be charged for replacement badges). If you fail to swipe in or out for any reason, you must immediately complete a voucher or see your lead/supervisor to have this corrected, in order to be paid for that day.

Swiping in or out the time card of another employee is prohibited and will lead to disciplinary action, including termination. (See “Standards of Conduct”).

If you leave the premises for your lunch break or any other time for non-company related business, you must clock out. Failure to do so may result in disciplinary action. Employees who have a paid lunch break are not allowed to leave the company premises during this time.

Administrative Employees

Regular attendance is essential to the Company's efficient operation and is a necessary condition of employment. When you are absent, schedules and customer commitments fall behind, and other employees must assume added workloads.

If you are an Administrative employee, you are expected to report to work as scheduled and on time. If it is impossible to report for work as scheduled, you must call your Supervisor to let them know. If your Supervisor is unavailable, a voice message should be left.

Administrative employees who demonstrate excessive absenteeism and/or tardiness will follow a performance improvement plan. If absenteeism does not improve, this could lead to further disciplinary action up to and including termination of employment from the Company.

Attendance Policy 21

Regular and punctual attendance is one of the primary and distinguishing characteristics of a dependable and responsible employee. When you are absent from work, the work is interrupted. This means that careful consideration must be given to both your personal needs and the requirements of keeping the work force at its planned strength. For this reason, the responsibility for approving time off and controlling absences is that of your supervisor / manager.

Please remember, on any day when tardiness or absence is unavoidable, you must talk directly to your supervisor / manager within the first hour of your shift to obtain authorization for your absence. If there is not a supervisor on your shift, you must talk to a supervisor in another department on the same shift. Failure to call before the end of your shift will result in your attendance record being documented as a “no-call/no-show”.

If you are absent for three consecutive work days without contacting your supervisor / manager, it will be assumed that you have voluntarily resigned (quit), effective your last day worked.

We value our hourly non-exempt employees who work every scheduled day. To show our appreciation for your effort, The Company will award a \$50 check to all employees with perfect attendance in either the first full six months of the year, or the last full six months of the year. In addition, the company will award a check for an additional \$50 for perfect attendance throughout the entire calendar year, for a maximum of \$150 per calendar year.

For those employees who succeed in reaching five (5) consecutive years of perfect attendance the company will award a check for an additional \$200 for a maximum of \$350.

For those employees who succeed in reaching ten (10) consecutive years of perfect attendance, the company will award a check for an additional \$350 for a maximum of \$500.00.

Employees reaching fifteen (15) consecutive years of perfect attendance are awarded a check for an additional \$500 for a maximum of \$650.

Employees reaching twenty (20) consecutive years of perfect attendance are awarded a check for an additional \$850 for a maximum of \$1,000.

Employees reaching twenty (25) consecutive years of perfect attendance are awarded a check for an additional \$1,200 for a maximum of \$1,350.

Perfect attendance means no tardiness, partial days, not working on a scheduled overtime day or on a day you volunteered for overtime and failed to work, etc. Military leave of three weeks or less, vacation, paid holidays, paid personal days, paid personal hours that were planned in advance, paid funeral days; jury duty, Family Medical Leave and severe weather-related absences are excused.

Guideline for Workers Compensation’s effect on Perfect Attendance.

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A.) If the employee misses time that we, as a company pay for, it is like any other company paid absence.

B.) If the employee misses time that we do not pay for, or is paid by Worker's Compensation Insurance, then that eliminates them from perfect attendance.

The first 90-day period is the critical time during which we judge your suitability to remain a company employee. We especially evaluate your attendance during the 90-day introductory period. Any introductory period employee, absent without personally calling in before the end of your shift – or – within the first hour of your shift one time (“no-call / no-show”) will be terminated immediately. In addition, any introductory period employee who receives two (2) No Fault points within their 90 day introductory period will not have successfully completed the 90 day introductory period. Therefore, the employee's introductory period will be automatically extended for 90 additional days. If employee receives an additional two (2) No Fault points within the additional 90 days extension thereby receiving a total of 4 points they will be terminated. The employee's supervisor has the responsibility to excuse an absence based upon past company practices, the employee's progress and the immediate circumstances. A tardy or leaving early constitutes a Half Point No Fault and a full day absence constitutes one No Fault Point Absence.

Supervisors will take the following corrective action for absences and occurrences in the previous 12-month period, as follows:

- 4 Points - Counseling
- 5 Points - Verbal warning
- 6 Points - Written warning
- 7 Points - Final written warning
- 8 Points - Dismissal

The above procedure will normally apply; however, some absenteeism or occurrences may warrant in immediate second notice, final notice, or dismissal action. The company reserves the right to administer such discipline as is appropriate for the circumstances of each individual situation. The rules set forth here are guidelines rather than absolute requirements that “shall” or “must” be met prior to terminating an employee.

In instances where dismissal action is warranted, the Human Resources Manager will review the case and be present, if possible, when the notice is given to the employee.

According to the State Employment Security Law, we are required to advise all employees that not only can you be terminated for violation of our Attendance Policy, even if your absence is due to illness, you may be disqualified from receiving unemployment benefits.

REPORTING TIME WORKED

Hourly Non-Exempt employees are required to keep a complete and accurate record of their time by scanning the clock, no earlier than 7 minutes prior to the beginning and no later than 7 minutes after the end of their shift. If you discover you have failed to scan in or out, you **MUST NOTIFY YOUR SUPERVISOR/MANAGER IMMEDIATELY!** Failure to do so will result in a 1/2-day absence being charged to your attendance record. Only your supervisor/manager may make adjustments. Any attempt to falsify time records is a violation of company rules and will result in disciplinary action up to and including discharge.

All employees are expected to work their regularly scheduled shift. Hourly employees are not allowed to deviate from their scheduled shift except in the case of an approved paid time off request (vacation or personal time) or approved leave of absence. Employees will have a seven (7) minute window for clocking in. Hourly employees must clock in no earlier than 7 minutes prior to the beginning and no later than 7 minutes after the end of their shift. Anything after 7 minutes will be considered late and a ½ point will be given. The 7 minute “cushion” should be use when needed and not on a daily bases. Employees can use this cushion 4 times per 12 months. After the 4th time a ½ point will be given.

Salary Non-Exempt employees may have a “flexible Start” schedule of one hour. They may clock in between the hours of 7:00am and 9:00am in 30 minute increments. This must be a set scheduled and cannot be changed daily. All employees’ must work their 8 hours and must take their normal 1 hour lunch. The consideration of your requested schedule is based on a business need. Department supervisors must make sure all departments have adequate coverage between the Company’s business hours of 8:00am through 5:00pm.

The Company does not allow “Comp Time”. If a Salary Non-Exempt employee is out they must use vacation or personal time if available. If they do not have any vacation or personal time available it must be coded in the time tracking system as “Unpaid”.

Attendance Policy 22

The purpose of this policy is to facilitate daily planning for efficient plant operations. Our expectation is for regular and punctual attendance on every scheduled work shift. As a team member, the employee's presence is essential to ensure a productive and profitable business. However, there are times when an employee may be absent from work due to illness, emergencies or personal reasons. This policy should sufficiently provide for those infrequent occasions. This policy applies to all hourly employees.

A. Notification of Absence

1. Production, Quality and Warehouse Hourly Employees- In the event of an absence or tardy, hourly production, quality, and warehouse employees are required to call the shift supervisor on duty at least one (1) hour prior to the start of their shift. The employee is required to speak directly to the supervisor on duty. Only in the event of an emergency may the employee leave a message on voice mail or call the supervisor's cell phone. The supervisor on duty will record any absence and notify the primary supervisor of the absence. Call in procedures will be done for each day of absence, unless the absence is for a pre-determined duration. Employees may request a personal day or a vacation day in lieu of an occurrence, however same day approval is at the discretion of the primary supervisor. The primary supervisor will notify the employee whether the absence will be considered vacation, personal day or an occurrence.

2. Office hourly employees are required to speak directly to their supervisor to report an absence or tardy. Call-ins should occur at least one (1) hour prior to the start of the work day. Call in procedures will be done for each day of absence, unless the absence is for a pre-determined duration. Employees may request a personal day or a vacation day in lieu of an occurrence, however same day approval is at the discretion of their supervisor.

3. Failure to notify the company of an absence at least one (1) prior to the start of a scheduled shift may result in an occurrence. Failure to call will constitute a no call/no show and is considered equivalent to 2 occurrences.

4. Employees who need to leave early must obtain permission from their supervisor within the first hour of the shift or as soon as possible. Failure to do so will constitute an occurrence.

B. Every hourly employee will be entitled to two (2) unpaid personal days per calendar year, regardless of shift length or amount of earned vacation. Employees hired between July 1 and Nov 1 will receive one unpaid personal day in the hire year. Employees hired between Nov 1 and Dec 31 will not receive any unpaid personnel days in the hire year.

C. Unpaid personal days may be taken in half shift increments. Each request for an unpaid personal day, must be approved, in advance by the primary supervisor or designated management representative. The supervisor may or may not approve the request

depending on the needs of the company. Should the supervisor deny the request based on business needs, the employee will incur an occurrence if they do not report for a shift

D. Progressive discipline will commence when an employee has 2 occurrences in a 90-day period. Progressive discipline is as follows:

- 1st Occurrence - Verbal counseling by Supervisor
- 2nd Occurrence - Verbal warning by Supervisor and Next Level Manager
- 3rd Occurrence - Written warning by Supervisor
- 4th Occurrence - Up to and including termination

Occurrences will fall off every 52-week period i.e., occurrence on 1/15/07 will be removed from employee's record on 1/15/08.

E. An occurrence is defined as follows:

- Any unexcused absence
- Any tardy in excess of one ½ shift
- A no call no show (will count as two occurrences)
- Consecutive days off with doctor's excuse (will count as one occurrence)
- Leaving early without permission by your supervisor
- A pattern of tardy behavior (2 or more tardies in a 90-day period)

F. An excused absence will not be considered an occurrence. Excused absences must be approved in advance. Documentation, outlining any excused absence below, must be provided to your Supervisor and Human Resources.

- | | | |
|---------------------------|----------------------|-----------|
| Personal Leave of Absence | Bereavement Leave | Jury Duty |
| Military Leave | Family Medical Leave | |
| Short Term Disability | Worker's Comp | |

G. Tardiness is behavior that hinders a successful operation. However, an occasional tardy might occur. A tardy, will not be subject to disciplinary action, unless it becomes a pattern (2 or more times in a 90 day period) or exceeds one ½ shift.

H. In regards to progressive discipline, attendance non-conformities shall be judged on incidents of absence. Management will utilize progressive discipline if noticeable absentee patterns i.e., missing same scheduled workday every week, are evident.

*Note: All attendance policies are submissions by MAPP members. MAPP only removed identifying information, no other alterations have been made to any policies in this document.

Attendance Policy 23

Regular, on-time attendance at work is an essential function of every job at the Company. We would like you to be ready to work at the beginning of your assigned shift, and to reasonably complete your projects by the end of your assigned work hours. Please let your manager or supervisor know if you will be away from your work station for an extended period of time and when you expect to return.

Absence or Tardiness:

The Company is aware that emergencies, illnesses, or pressing personal business that cannot be scheduled outside of your work hours may arise and for this reason, we understand it may be necessary for you to be absent from work.

The Company has adopted a point system for tracking employee attendance. A pre-determined number of points will be issued to each employee as shown below for each attendance infraction category:

Category	Description	Points	Mon - Fri	Week-end
Tardy	1-15 min		1	1.5
Late	16 min - 2 hours		3	4.5
Absent	over 2 hours		5	7.5

As an employee accumulates points, documentation will be issued by his/her manager or supervisor based on the below schedule:

Category	Points
Verbal	10
Written	20
Termination	30

Not coming to work when scheduled and failing to contact the Company to let us know is considered a No Call / No Show (referred to as NC/NS). This is a serious infraction and carries a different documentation schedule as shown below:

Category	Description
Verbal plus points for absence	1st NC/NS
Written plus points for absence	2nd NC/NS
Termination	3rd NC/NS

All Employees

A doctor's note will combine multiple successive days off as one recordable absence. If you are absent because of an illness or injury for three or more successive days, your manager or supervisor may request that you submit written documentation from your doctor stating you are able to resume normal work duties before you will be allowed to return to work. If you are absent seven or more days because of an illness or injury, you may be eligible for the Company's short term disability program.

*Note: All attendance policies are submissions by MAPP members. MAPP only removed identifying information, no other alterations have been made to any policies in this document.