	HUMAN RESOURCES POLICIES AND PROCEDURES	
	SUBJECT: ATTENDANCE	EFFECTIVE DATE: January 1, 1996
		REVISION DATE: May 29, 2025
	POLICY NO.: 209	Page 1 of 4
ALL REVISIONS ARE MARKED BY AN ASTERISK (*)		

I. *PURPOSE

Regular, predictable, prompt, and full attendance by all associates is an essential function of all positions and necessary for our business to conduct its activities. Each associate is required to work the hours normally scheduled for their position. Each associate is responsible for being present every day at the appointed time and ready to commence work promptly. Associates are expected to work during working time. Our attendance program is based on unexcused absences/tardies and will be administered in such a way that all associates will be treated fairly and equally. In evaluating employee attendance and otherwise administering this policy, the Company does not consider absences/tardiness protected by applicable federal, state, or local law.

Please note, an equally important rule is adherence to applicable call-off policies and procedures, as well as reporting needs for leave to the Company's authorized third-party administrator. And, if a leave of absence is granted, associates must accurately report all time missed (including mandatory overtime missed) to the Company's authorized third-party administrator. The failure to abide by applicable call-off rules, the failure to report leaves of absence or leave requested through the Company's authorized third-party administrator, can result in attendance points, but it can also result in separate discipline which can also lead to termination. Any call-off must explain the reasons why an associate is absent so the Company and its third-party administrator can determine whether a leave of absence or reason listed under III.K. applies. Providing false information to the Company or to its third-party administrator for leaves to try to have an absence classified as excused or under III.K. is a terminable offense.


II. DEFINITIONS

- A. Unexcused Absences - Any absence not listed under III.K.
- B. ½ Unexcused Absence -Tardy (Late to work- Associate must be punched in by their scheduled starting time or considered tardy).

III. PROCEDURES


- A. *The following is generally the discipline for the associate under the attendance program. However, an associate's attendance record can be taken into account for performance evaluation and employment-related reasons.
 - 1. Three (3) Unexcused absences - Initial Warning

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2. Four (4) Unexcused Absences - Second Warning
 3. Five (5) Unexcused Absences - Final Warning
 4. Six (6) Unexcused Absences - 3-day suspension pending termination (This is to verify documentation of absences prior to termination. If the absences are verified as unexcused, termination of employment will occur).
- B. If an associate misses three consecutive days of work, they will be required to provide documentation (from a physician) of their ability to return to work without restrictions, to the maximum extent permitted by applicable law. The physicians' note does not necessarily prevent the absences from being deemed unexcused.
- C. Associates who fail to notify the employer of their intended absences (called a “no-call/no-show”) and who fail to work as scheduled for three (3) consecutive workdays, generally will be dropped from the payroll and considered a voluntary resignation, to the maximum extent permitted by applicable law. No-call/no-shows in general are considered serious offenses and if repeated, discipline or discharge can result even if the number of no-call/no-show is less than three consecutive days.
- D. All absences and lateness must be reported as soon as possible and practicable (generally within two hours of the scheduled start time). Associates must contact the Company every day that they are late or absent unless they have specifically called-off for that absence already and provided their return-to-work date. Associates who are “day-to-day” or who do not know when they will be able to return, must call every day. Calling off and saying something like “I will be out until I get better” is only calling off for the one day, not future dates.
- E. Credit - 28 Calendar days of perfect attendance, including no lates, will cancel one unexcused absence on the associate's record.
- F. Credit - An associate who works six months with perfect attendance will have one (1) credit for the next immediate unexcused absence. The six-month period will be calculated beginning the day immediately following the most recent unexcused absence or late. An associate shall only accumulate a maximum of two (2) credits at any one time. Credits may be carried indefinitely or until the next immediate unexcused absence.
- G. A disciplinary suspension (even for violations other than attendance) will eliminate any credit - 28 calendar days of perfect attendance that cancels one absence on an associate's record -

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accumulated since the last absence. When the associate returns to work any credited days prior to the suspension will revert to zero and the 28-day count starts again.

- H. Perfect attendance is defined as **NO** absences or lates in a calendar year. The only exceptions are those listed in letter (K) below, but such absences will delay/toll how long it takes an associate to reach perfect attendance milestones (i.e., absences in letter K do not count, nor do weekend occurring in between absences in K).
- I. In addition to the perfect attendance system, any Leave of Absence will put the attendance system on hold until the associate returns to work. When the associate returns to work, the system resumes at the same level as before the Leave of Absence started.
- J. *Consecutive days absent will be counted as one unexcused absence for any related medical reason for the associate and dependents. This will require medical documentation.
- K. *The following absences or lateness are excused and will not be considered when assessing discipline pursuant to this policy or otherwise administering this policy:
 - 1. Subpoenaed as a witness (must provide document from clerk of courts).
 - 2. Any absence that results in an approved leave of absence (including FMLA, MLOA, ADA, bereavement, jury duty, etc.).
 - 3. Lost time because of a covered Workers' Compensation injury.
 - 4. Admitted to hospital as inpatient.
 - 5. Scheduled days off and approved PTO.
 - 6. Any other absence or lateness protected by applicable federal, state, or local laws or ordinances.

IV. REVISIONS AND CHANGES

It is understood that any provisions of this policy may be amended or revised at any time at the

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discretion of the Company. It is further realized that this policy does not guarantee any specific policies, rules, or length of employment.

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