

	PERSONNEL POLICIES AND PROCEDURES	
	SUBJECT:	EFFECTIVE DATE: 4/01/2011
	SCHEDULED DAY OFF	REVISION DATE: 2021
	POLICY NO. 201	Page 1 of 3
ALL REVISIONS ARE MARKED BY AN ASTERISK (*)		

This Policy covers all Full Time, Non-Exempt Plant associates employed by Perdue Farms, Inc. and all its subsidiaries and, where required by law, applicants for these entities.

I. * SUMMARY

We understand that associates have a need to be away from work from time to time so the Scheduled Day Off policy is provided for the purpose of a planned absence from the workplace to attend to personal business. Supervisors/managers have the responsibility to plan schedules that meet both operating requirements of departments and time off needs of associates. In order to balance and meet production, service and staffing requirements, associates and supervisors should plan time off schedules as far in advance as possible. This policy covers approval to leave work early, arrive late or have the entire day off. Additional time off, with or without pay, will be provided to the extent required and in accordance with applicable law.

II. * ELIGIBILITY

All full time non-exempt associates are eligible to **request** up to one (1) unpaid day each calendar month away from work provided the following conditions are met, to the maximum extent permitted by applicable law: The associate

1. Is not in their introductory/probationary period,
2. Has submitted a written request 72 hours in advance of the requested time off using a Request For Scheduled Day Off Form.
3. Has not had a Scheduled Time Off request approved and time taken in the current calendar month.

III. * PROCEDURES AND GUIDELINES

A. All full time non-exempt associate who determine that time off for a personal reason is necessary and unavoidable, should complete a Request For Time Off Form and give it to the supervisor/manager as far in advance as possible, but must be given at least 72 hours in advance of the requested time off.

B. The associate will complete the form by indicating:

1. The date and time they wish to leave work early, or
2. The date and time they wish to come in late to work, or
3. The day they request to have off

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- C. The associate's supervisor/manager will then approve or disapprove on a first come first serve basis, based upon operational and work requirements of the departments.
- D. The Supervisor will only deny the request if too many other associates already have approved time off.
- E. The original request form will be given to Human Resources, after the supervisor has entered the SDO in the Kronos System, for filing in the associate's personnel file.
- F. If approved, the absence will be an excused absence and will not result in occurrence points.
- G. Associates **MAY NOT** request to leave early, arrive late or have the day off the day before, day of or day after an observed holiday. Such request will be disapproved citing this section of the policy as the reason for disapproval.
- H. Associates **MAY NOT** request SDO on a Saturday when the plant is running.
- I. This policy **does not** allow for time off in excess of one day per calendar month.

IV.

Any circumstances that require a waiver from the Policy must be coordinated through the Vice President or appropriate Director of Human Resources.

V. * ATTACHMENTS

The following attachments are provided to support this policy and procedures.

Attachment A

REQUEST FOR SCHEDULED DAY OFF

Today's Date _____

1. Associate's Name: _____

2. Associate's ID #: _____

3. Department: _____

4. Shift: _____

5. Supervisor Name: _____

6. I am requesting:

☐ a. To Leave Early on _____ (date) at _____ (time) for the reason(s) listed below.

☐ b. To Report Late on _____ (date) at _____ (time) for the reason(s) listed below.

☐ c. To Have Full day c _____ (date)

8. Signature of Associate: _____ Date: _____ Time: _____

☐ **Approved**

☐ **Dissaproved**

9. Reason For Dissaproval: _____

10. Signiature of Supervisor _____ Date: _____ Time: _____

(This form should be submitted to Human Resources after entry by Supervisor into the Kronos System)

