



## Attendance Policy

### **Purpose:**

The purpose of this policy is to ensure Schupan is able to reliably staff its facilities to meet customer needs by establishing a fair and uniform practice to manage absenteeism, lateness, and early departures.

Punctual and regular attendance is an essential responsibility of each employee at Schupan. Employees are expected to report to work as scheduled, on time and be prepared to start working. Employees are also expected to remain at work for their entire work schedule. Late arrival, early departure, or other absences from scheduled hours are disruptive and must be avoided. However, Schupan recognizes that, from time to time, our employees experience sudden, unpredictable short-term events which prevent them from working as scheduled.

### **Policy Scope:**

This policy applies to all Schupan Hourly Employees.

### **Policy Terms:**

Working schedules and starting times are established by the Department Supervisor or Manager based on business and production needs. The Supervisor or Manager is responsible for communicating work schedules to employees.

Employees are expected to be at their work station ready and able to work at starting time. Work activity should commence at starting times and continue until the normal designated stopping times for breaks, lunch, or the end of the shift.

In the event of absence or tardiness from an assigned work schedule, the employee is required to report the absence to the Company. When reporting an absence, the employee must notify either his or her supervisor or follow the facility's designated absentee notification process. The employee must call within thirty minutes of their scheduled start time.

Employees with 3 or more consecutive days of absences because of illness or injury must provide Schupan proof of physician's care prior to returning to work, unless otherwise directed by State law.

The company recognizes that an occasional absence may occur, as defined by Company policies for holidays, vacations, jury service, bereavement, family and medical leave, personal leave, military leave, etc. An employee's absence will be considered excused if covered by such policies and the employee provides proper and timely notification deemed satisfactory to the Supervisor or Manager. Timely notification means calling in within 30 minutes of the start of the assigned shift or providing advance notice for absences which can be anticipated.

Excused absences will not be subject to discipline under the Employee Attendance Policy.

An employee's absence will be deemed unexcused when an employee fails to call in, gives a late notice, fails to give advance notice for an absence which could be anticipated or the absence was not authorized



in advance by the Supervisor or Manager. Unexcused absences and unexcused lateness are subject to corrective discipline or termination as defined in this policy.

When appropriate, progressive discipline will be issued for unexcused absences or lateness, per the guidelines below:

<b>Unexcused Occurrences within a Rolling 12 Month Period</b>	<b>Disciplinary Guidelines</b>
1st Occurrence of an unexcused absence or upon 2 unexcused tardies	A counseling session with the Supervisor or Manager to discuss the nature of the unexcused absence.
2nd Occurrence of an unexcused absence or 2 additional unexcused tardies	Documented Verbal Warning
3rd Occurrence of an unexcused absence or 2 additional unexcused tardies	Documented Written Warning
4th Occurrence of an unexcused absence or 2 additional unexcused tardies	Documented Final Written Warning
5th Occurrence of an unexcused absence or 2 additional unexcused tardies	Up to Termination
No Call / No Show – 1 <sup>st</sup> Instance	Final Written Warning and 3 Months Attendance Probationary Period
No Call / No Show – 2 <sup>nd</sup> Instance	Termination (unless otherwise directed by state law)

In the event an employee is absent for three days or more without prior notice or approval, such absence is viewed as job abandonment. The employee is then separated from employment as a voluntary termination.

An employee’s request to leave work early may be considered by the Supervisor or Manager. Approval of such absences should be based upon the urgency of the reason for absence and department staffing needs. As a general guide, under this policy, early leaving is considered same as a tardiness. There will be no grace period before or after start and end times.

Scheduled overtime is at times necessary to meet business needs and to cover for vacations or absences and is considered to be subject to this attendance policy, same as regularly scheduled work hours.

Employees, in their introductory period, exhibiting an attendance problem or negative trend will result in corrective action up to and including termination.

*Any difference between this policy and applicable state or federal law shall be resolved in conformity with any such state or federal law.*