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organization.**

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ABSENTEEISM AND TARDINESS

It is essential for the success of the Company, that we provide quality services to our customers and meet or exceed our production schedules. Regular and prompt attendance at work is required of all employees to accomplish these goals.

Employees are expected to report for work on time, on a regular basis. Absences and/or tardiness are disruptive, expensive, and can place an unfair burden on the company, other employees, and supervisors.

Good attendance is expected of all employees.

EXCUSED ABSENCE: An excused absence from your scheduled work time is caused by conditions over which the employee **has no control**.

UNEXCUSED ABSENCE: An unexcused absence is an absence from your scheduled work time caused by conditions over which the employee **has control**.

Each incident of absenteeism will be evaluated on its own merits. The supervisor will determine whether an absence is **excused or unexcused** and will inform the employee of the decision.

ADVANCE NOTICE: If an employee knows he/she will be unable to work all or part of their scheduled shift, the employee's immediate supervisor must be notified at least thirty (30) minutes in advance of the scheduled shift, stating the reason for the absence.

Giving advance notice does not guarantee the absence will be excused.

NOTIFICATION: An absent employee must notify the employee's immediate supervisor **each day** of the absence status; i.e., his/her availability to return to work, thirty (30) minutes prior to starting time, or earlier if possible.

The employee **MUST PERSONALLY** call the employee's immediate supervisor, unless they are physically unable to call due to an emergency in which case another person may notify the employee's immediate supervisor as soon as possible.

LACK OF NOTIFICATION: An employee who is absent three consecutive work days without providing any notification, will be considered to have voluntarily quit, and will be removed from the payroll.

ABSENTEEISM AND TARDINESS (CONTINUED)

DISCIPLINE:

Excused Absence: Absence will be reviewed to determine appropriate personnel action.

Unexcused Absence: First six month period and any six month period thereafter:

| | |
|--------------|-----------|
| First Time: | Warning |
| Second Time: | Dismissal |

NEW HIRE status employees will be dismissed on the occurrence of the first unexcused absence.

TARDINESS: Tardiness is defined as employees reporting to work after their scheduled time. This includes the lunch and/or break periods, regardless of how much time has passed.

An employee will be assigned "one" tardy for each event of tardiness, regardless of the reason for lateness.

The number of accumulated tardiness within any six-month period will determine the disciplinary action to be taken:

Times Tardy Within Any Six-Month Period:

| | |
|---------------|--------------------|
| First Tardy: | Written Warning |
| Second Tardy: | One Day Suspension |
| Third Tardy: | Termination |

Tardiness, coupled with unexcused absence may result in discipline, up to and including termination.

NEW HIRE status employees are allowed only one (1) tardy during the new hire period, (____, unless period is extended). Additional tardiness will result in immediate termination.