
ATTENDANCE POINT POLICY AND EMERGENCY OCCURRENCE PASS: MANUFACTURING & ASSEMBLY ONLY

Attendance violations will be documented on a point system, except when required by another policy or law.

Lateness 5 minutes up to 4 hours - .5 point

Leave more than 30 minutes early with 0 PTO balance / EOP - .5 point

Work less than 4 hours of regularly scheduled 8-hour shift -1 point

Same-day call out with 0 PTO balance / 0 EOP - 1 point

Intentional Absence – 2 points

No call, no show – 2 points

Points are forgiven 6 months (180 days) from the date of the infraction. Most points will be forgiven if a doctor's note or medical documentation for the absence is provided upon return, however, overall attendance patterns will still be evaluated as part of the employee's performance.

Once a doctor's note is provided and verified, the absence is classified as an "excused" absence.

- If an employee has sufficient accrued paid time off (PTO) to cover the absence, employee must take earned PTO for every absence unless otherwise allowed by company policy (e.g. FMLA, leave of absence, bereavement, jury duty)
- If an employee does not have a positive PTO balance at the time of the absence, 1 attendance point will be given for the lump sum time covered by the *specific dates* in his/her provided note. Doctor's notes / medical documentation **must** have a return-to work date on it.

Supervisors should follow the progressive discipline policy below to address unscheduled absences, tardiness, and unscheduled early departures. Individual point total will advance the corrective action process, up to and including termination of employment. However, depending on the situation, corrective action may be accelerated, repeated, or taken out of sequence, and the Company reserves the right to effect immediate termination should it be warranted. Positive time-off balances will be automatically applied for missed time: same day callouts, missed ½ shift, intentional absences & no call/no show.

3 Points = Verbal Warning - 5 Points = Written Warning - 7 Points = Termination