

## **Attendance and Punctuality Policy Effective 5/19/2022**

Punctual and regular attendance is an essential responsibility of each employee at the Company. Occurrences such as late arrival, early departure, or failure to report to work as scheduled are disruptive and should be avoided. Employees may not start or stop work or prepare to leave work before the specified time, and employees may not leave Company premises before the end of the scheduled workday without checking in with dispatch in person. Employees should not be on Company premises unless authorized. The Company reserves the right to use its discretion in applying and interpreting this policy under special or unique circumstances or as required by applicable law.

### Occurrence Types:

**Tardy: (½ Point)** A tardy arrival is arriving to work (Entering HDY1) more than 5 minutes past your scheduled start time, but ahead of route departure and is an occurrence.

**Early Departure: (1 Point)** Leaving from work prior to the completion of assigned work or without checking in with dispatch is considered an occurrence.

**Excused Absences: (1 Point)** If an employee provides at least 1 hour notice to their manager of an absence prior to the scheduled work time, the absence may be excused if the manager considers it justifiable, for an approved reason, and documentation is provided. Excused absences will still be considered in determining excessive absences.

**Unexcused Absences: (2 Points, Saturday or Sunday = 2.5 Points)** If an employee is absent without prior notice to his/her manager or without having provided at least 1 hour notice to his/her manager prior to the scheduled starting time, the absence may be considered an unexcused absence and recorded on the attendance record as such. If the reason for the absence is not for an approved reason, then the absence may be unexcused even if notice was provided. If, upon return to work, an employee offers satisfactory proof that the unexcused absence was justifiable, the manager may then change the employee's record accordingly.

**No-Call/No-Show: (4 Points)** Not reporting to work and not calling to report an absence is a no-call/no-show and is a serious matter, creating increased burden on the team and impacting the business. These absences are considered unexcused. Two such unexcused absences within a 6-month period can subject an employee to immediate termination of employment.

Any occurrence of late arrival, early departure, or failure to report to work should be recorded and will be considered an "occurrence" at the specified point value outlined above for the purpose of this policy. Similarly, any employee that fails to follow the call-in procedures may receive an additional point occurrence even if the absence is excused. Occurrences are counted in a rolling 6-month period. Coaching sessions are held when occurrences are excessive to ensure the employee is aware of his/her current attendance standing and the attendance policy and consequences of violation. Excessive occurrences (absences and tardiness, whether excused or unexcused) may subject an employee to discipline, including

immediate termination of employment. Nothing in this policy changes the employment at-will relationship. Any employee who has a pattern of poor attendance may be subject to disciplinary action, including termination of employment, even if the individual does not have 10 point occurrences during a 6-month period as set forth below.

As a general rule, the Company follows the below guidelines with regard to point occurrences (though the Company retains the discretion to take any disciplinary action it deems necessary under the circumstances):

- Any employee who has 4 attendance points during any 6-month period may receive a coaching session.
- An employee who has 7 attendance points during any 6-month period may receive a final coaching session.
- If an employee has a total of 10 attendance points during any 6-month period (whether they have received coaching or not), then the employee may be terminated for excessive occurrences.

Any employee absent for 2 consecutive days without notifying his/her manager will be considered to have abandoned his/her position and to have involuntarily terminated employment. Nothing in this policy alters an employee's at-will relationship with the Company or guarantees that the employee will receive a certain number of occurrences prior to termination. Management reserves the right to terminate the employment of any employee who shows a pattern of poor attendance or fails to follow the proper call-in procedures.

#### Call-In Procedures:

Employees are expected to use the following call-in procedures when an employee will be unable to make his/her scheduled shift or will have to report to work late. Employees are required to call their immediate supervisor as soon as practicable, but no later than 1 hour before the employee's shift is scheduled to begin. Employees should attempt to contact their supervisor directly by phone call. If the employee is unable to reach his/her supervisor, the employee may leave a voicemail and send a text to the supervisor but should follow-up until he/she has actually spoken to the supervisor. Failure to follow the appropriate call-in procedures may lead to disciplinary action. Failure to report to work for 2 consecutive days will be considered job abandonment and the employee's employment will be terminated.

#### Requesting Paid Time Off:

PTO must be scheduled with an employee's supervisor in advance and is subject to approval. The more lead time the better, but as a general rule all PTO requests should be entered into Paycom a minimum of 7 days in advance and ahead of the final weekly schedule for the week being published. Certain types of leave may be used in the case of emergency or sudden illness without prior scheduling with approval from your supervisor. PTO and other leaves of absence as well as illnesses or injuries that qualify under the Family and Medical Leave Act

(FMLA), applicable paid sick leave laws, or the Americans with Disabilities Act (ADA) are not counted against an employee's attendance record. Absences protected under federal or state law will not result in a point occurrence.