# ATTENDANCE POLICY

Precision Swiss Products, Inc. (PSP) is a manufacturing and service company, providing important and valuable products to our clients. It is the company mission to make sure clients expectations are met and that they are provided the best customer service possible. To accomplish that mission, it is imperative that all employees report to work when scheduled.

As part of the PSP's benefits, employees are issued sufficient PTO, Sick and Holiday time. Employees are also issued two personal choice days that can be taken according to policy.

**Family and Medical Leave Act**

Absences due to illnesses or injuries which qualify under the Family and Medical Leave Act (FMLA) will not be counted against an employee's attendance record. Medical documentation within the guidelines of the FMLA may be required in these instances.

**Absences and Tardiness**

***Prescheduled*** time away from work using accrued PTO, holiday, or sick time (where available) days are not considered occurrences for the purpose of this policy.

An absence occurs when an employee misses more than three (3) ***unscheduled*** hours of work within a normal workday.

An unscheduled absence of multiple days due to the same illness, injury, or other incident will be counted as one occurrence for the purpose of this policy. Example: if you have a doctor's appointment and you have scheduled the time with your manager, your appointment will not be counted as an unscheduled time.

A tardy arrival, early departure, or other shift interruption is considered a one-half occurrence.

Arrival and departure times will be determined by the time recording system in each department. An employee is considered late if he/she reports after their scheduled starting time; an early departure is one in which the employee leaves before their scheduled end of shift.

If an employee has agreed to be scheduled to work overtime, on weekends or holidays, and either fails to report or reports after his/her scheduled start time, an

occurrence will be charged as noted above.

**Attendance Rules**

Absences and tardiness or early departure will be counted together but are assigned different levels of severity. Absences are considered one occurrence; tardiness/early departure are each on-half occurrence. Occurrences are counted in a rolling year period and expire one year from the date of the employee's initial occurrence.

**4th Occurrence**

Four occurrences (unscheduled absences and tardiness combined) in the same year period is cause for verbal warning with documentation to the employee's file with a one-day suspension (without pay). The verbal warning, delivered by the employee's direct supervisor and HR, serves to notify the employee that he/she is in violation of this company policy and that additional occurrences will result in further disciplinary action.

**5th Occurrence**

Five occurrences (unscheduled absences and tardiness combined) absence or tardiness to the above in the same one-year period will trigger a written warning putting the employee on formal notice of violation as mentioned above with a one-day suspension (without pay).

**6th Occurrence (Final)**

Six occurrences (unscheduled absences and tardiness combined) to the above steps in the same year period is cause for termination of employment.

**No Call/No Show**

Not report to work and not calling to report the absence is defined as a No Call/No Show and is a serious matter. The first instance of a no call/no show will result in a final written warning. The second separate offense may result in termination of employment with no additional disciplinary steps**. Any no call/no show for lasting for more than two days is considered job abandonment and will result in immediate termination of employment**.

If the employee has already begun the occurrence process for attendance/punctuality when a no call/no show occurs, the disciplinary process may be accelerated to the final step. Management may consider extenuating circumstances when determining discipline for a no call/no show (ex: if the employee is in a serious accident and is hospitalized or is admitted to the hospital on an emergent basis) and has the right to exercise discretion in such cases.

Employees in disciplinary mode will not receive any type of Bonus payout.

**Procedures**

No disciplinary actions will be taken without the direct involvement of the Human Resources Department as counsel to management. All warnings will be delivered by the direct supervisor or manager and HR as circumstances require.

Management reserves the right to use its discretion in applying this policy under special or unique circumstances.

Although circumstances will roll off an employee's record after on year, habitual offenders (those who have established a pattern of absences, such as consistently having four or more occurrences in any given year period or routinely calls off on Mondays and/or Fridays) may trigger step discipline even though one year old infractions have fallen off, if he/she continues to incur occurrences.

Management reserves the right to amend or discontinue this policy at any time without notice.

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| 4th Occurrence | Verbal warning with a one-day suspension, documented to employee file |
| 5th Occurrence | Written warning with a one-day suspension, documented to employee file |
| 6th Occurrence | Termination of employment |

**Exceptions**

In order for PSP to be successful it is imperative that all shifts have full coverage at all times. With this in mind, the company will try to accommodate any hardships that keep the employee from working their normally scheduled shifts. Exceptions must be approved by management before starting a new schedule.

**Acknowledgement of Understanding**

I have read and agree to comply with the terms of this policy governing attendance and tardiness. I understand that violation of this policy may result in disciplinary action up to and including possible termination.

_____ _____

Employee Signature Date

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Printed Name