

## ATTENDANCE, ABSENCES, TARDINESS AND LATE START/EARLY LEAVE PROCEDURES

**Attendance Policy:** The policy is as follows:

### ABSENCES:

1. **Scheduled (Requested Time Off)**- A Scheduled Absence occurs when an employee is unavailable for work at their scheduled time but has approved Time Off.
  - a. **Excused Scheduled (Requested Approved Time Off)** – an Excused Scheduled Absence occurs when an employee requests **ACCRUED OR UNACCRUED** Time Off up to ten (10) days within PTO Guidelines, the request is approved by employee's direct supervisor and emailed to HR Manager on date of approval.
    - i. **Procedure:** The employee must request Time Off within PTO Guidelines via The ADP portal App. Request must be approved by employee's direct supervisor and emailed to the HR Manager on date of approval. **Failure to follow defined procedures will result in one (1) additional point per procedure discrepancy added to attendance record.**
  - b. **Unexcused Scheduled (Requested Approved Time Off)** – an Unexcused Scheduled Absence occurs when an employee requests Time Off without having Accrued Vacation, Personal or Birthday Leave (PTO) in their Paid Time Off Bank Or if Scheduled Unaccrued vacation balance has exceeded five (5) days.
    - i. **Procedure:** The employee must request Time Off three (3) weeks in advance via The ADP portal App. Request must be approved by employee's direct supervisor and emailed to the HR Manager on date of approval. **Failure to follow defined procedures will result in one (1) additional point per procedure discrepancy added to attendance record.**
      - **Scheduled Unexcused Absence (1 day)** – Employee is off one (1) day without Paid Time Off. **Point Amount added to Employee's Attendance Record = 1/2 Point**
      - **Scheduled Unexcused Absence (2 or more days)** – Employee is off more than one (1) day without Paid Time Off. **Point Amount added to Employee's Attendance Record = 1 Point**
2. **Unscheduled (Call Off)** – an Unscheduled Absence (Call Off) occurs when an employee is unavailable for work at their scheduled time due to illness, family emergencies, transportation emergencies, family member illness and/or death, household emergencies and such time off was not approved in advance by their Supervisor.
  - a. **Excused (Call Off)** – an Excused Unscheduled Absence (Call Off) occurs when an employee is unavailable for work at their scheduled time but is excused under Paket's PTO Guidelines. *Excused Unscheduled Absences* will not be counted against employees for attendance record.
    - i. **Requirement for Excused Absence** Employee must have a minimum of eight (8) hours of Vacation/ Sick leave accrued in their PTO bank to qualify for an Excused Unscheduled Absence.
    - ii. **Requirement for Excused Absence** Employee must cite personal illness or family emergency as a reason for Absence during the call-in to qualify for an Excused Unscheduled Absence.
    - iii. **Requirement for Excused Absence** – employee must *request approval through The ADP portal App* upon their return to work.
    - iv. **Important:** Employee must meet all Requirements to qualify.
  - b. **Unexcused (Call Off)** – an unexcused, unscheduled Absence (Call Off) occurs when an employee is unavailable for work at their scheduled time and does not have reserved Sick Leave accrued in their PTO Bank.
    - i. **Call-Off – due to Medical Emergency w/o Sick Leave** – employee is off one (1) or more days consecutively, due to employee illness and supported by physician statement. **Point Amount added to Employee's Attendance Record = 1 Point**
    - ii. **Call-Off** – employee is off one (1) or more days consecutively, due to illness, family emergencies, transportation emergencies, family member illness and/or death, and household emergencies. **Point Amount added to Employee's Attendance Record = 2 Points**
    - iii. **NO CALL NO SHOW** – a employee is scheduled and fails to call in before scheduled start time. (no call – no show). **Point Amount added to Employee's Attendance Record = 3 Points**
    - iv. **NO CALL NO SHOW**- Employee who fails to report to work for three (3) consecutive days without calling in, is considered job abandonment, and will result in the **termination of employment**.
3. **Call Off Procedure:**

- a. Employee must notify Paket staff of Unscheduled Absence through **Paket's Employee Hotline**: (773) 270-82 at least **one (1) hour** before scheduled start time.
- b. Employee must cite name and brief explanation and reason for call off.
- c. The employee must personally report the Call Off/Tardy, unless incapable of doing so.
- d. Employee must submit via The ADP portal App on return date to direct supervisor.
- e. Approved form must be submitted to HR department on date of approval.
- f. **Failure to follow defined procedures will result in one (.5) additional point per procedure discrepancy added to attendance record.**

#### **Tardy and Breaks:**

1. **Tardy** – a Tardy or break occurs when the employee fails to arrive at their scheduled workstation or clock-In at scheduled start time.
2. **Breaks** – a Break occurs when an employee's leaves their work station outside of scheduled break times or returns to their scheduled work station after scheduled break time.
  - a. **Procedure for Tardy:** Employee must notify Paket staff of Tardy or through **Paket's Employee Hotline**: (773) 270-8582 at least **one (1) hour** before scheduled start time. Employee must punch in upon arrival and report to direct supervisor for workplace assignment.
  - b. **Procedure for Breaks:** Employees must request **Extended and Unscheduled Breaks one (1) day** prior to date requested through The ADP portal App. Request must be approved by employee's direct supervisor and emailed to the HR Manager on date of approval. Employee must punch in and out during the time of their extended break. **Failure to follow defined procedures will result in .5 additional point per procedure discrepancy added to attendance record, Excluding Tardy 1.**
    - i. **Tardy / Break 1** – Tardy or Break 1-15 minutes over scheduled time
      - **Point Amount added to Employee's Attendance Record = 1/2 Point**
    - ii. **Tardy / Break 2** – Tardy or Break 16-119 minutes over scheduled time.
      - **Point Amount added to Employee's Attendance Record = 1 Points**
    - iii. **Tardy / Break 3** – Tardy or Break 120 and over minutes over scheduled time.
      - **Point Amount added to Employee's Attendance Record = 2 Points**
      - **Employee forfeit's paid lunch for that day.**
      - **If Tardy or Break is on the day before and/or after a Paid Holiday will forfeit paid Holiday.**
3. **Early Dismissal** – occurs when the employee leaves designated work station prior to the end of scheduled shift time.
  - a. **Procedure:** Employees must request for an early dismissal **1 day** prior to date requested. Request must be approved by employee's direct supervisor and emailed to the HR Manager on date of approval. Employee must punch out on date of Early Dismissal. **Failure to follow defined procedures will result in 1 additional point per procedure discrepancy added to attendance record.**
    - i. **Early Dismissal 1** – Early Dismissal between 1-15 minutes.
      - **Point Amount added to Employee's Attendance Record = 1/2 Point**
    - ii. **Early Dismissal 2** – Early Dismissal between 16-239 minutes.
      - **Point Amount added to Employee's Attendance Record = 1 Point**
    - iii. **Early Dismissal 3** – Early Dismissal 240 minutes and over.
      - **Point Amount added to Employee's Attendance Record = 2 Points**
  - b. **Employee forfeit's paid lunch for that day.**
  - c. **If Early Dismissal is on the day before and/or after a Paid Holiday will forfeit paid Holiday.**
4. **Missed Punch In/ Out** – occurs when an employee fails to register arrival time or departure time through Time Clock or Web based time tracker.
  - a. **Procedure:** Employee must notify HR Department of any Time Clock/Tracker malfunction or error at time of incident via email otherwise point system will govern ([sgrankowski@paketcorp.com](mailto:sgrankowski@paketcorp.com)).
    - i. Employee fails to clock in.
      - **Point Amount added to Employee's Attendance Record = 1/2 Point**
    - ii. Employee fails to clock out.
      - **Point Amount added to Employee's Attendance Record = 1/2 Point**

- iii. Employee fails to notify HR department of time tracker malfunction during time of incident via text message or email.

- **Point Amount added to Employee's Attendance Record = 1/2 Point**

#### General:

1. **Elimination of points**
  - a. **Bi- Monthly Audit Deduction** – employees who have zero (0) Attendance infractions during the period of a bi-monthly audit period will have **1 point** removed from the balance of their total point allocation.
2. **Exceptions – at Management Discretion including, but not limited to:**
  - b. **Tardy** – a Tardy due to severe weather conditions is subject for approval by Paket Management team.
  - c. **Early Dismissal** – due to lack of work, with the permission and approval of the supervisor, will not count against an employee's attendance record.
  - d. **Absence** – Lay Off's with the permission and approval of the Paket Management, absence will not count against employee's attendance record.
3. **Awards for perfect Attendance** – Non-Exempt employees with a balance of 0 points during the period of a bi-monthly audit period will be awarded one (1) Personal Day.
4. **New Hire Introductory Period** – an employee, within their Introductory period is not subject to point accrual, however attendance changes are monitored closely and can lead to an extended introductory period or termination.
5. **Attendance Disciplinary Procedure**
  - a. **Points** – point levels that have reached four (4) points and over will result in a disciplinary action. Each additional point an employee accumulates will move toward the next available step in Paket's progressive disciplinary action.
  - b. Paket Corporation's Attendance Disciplinary Procedure is connected to Paket's Progressive Disciplinary Policy. Both policies are linked with additional Paket Policies such as: Quality and Performance, Uniform and GMP Policies.

POINT LEVEL	ACTION
4 points	Advance to next step in Paket's Progressive Disciplinary Process
5 points	Advance to next step in Paket's Progressive Disciplinary Process
6 points	Advance to next step in Paket's Progressive Disciplinary Process
7 points	Advance to next step in Paket's Progressive Disciplinary Process
8 points	Advance to next step in Paket's Progressive Disciplinary Process
9 points	Advance to next step in Paket's Progressive Disciplinary Process

#### Point Breakdown:

DESCRIPTION	TIME	POINT/ PENALTY	EXCEPTION
Absence-Excused Scheduled	Paid Time Off Approved	0	N/A
Absence-Unexcused Scheduled	Time Off Approved	1	N/A
Absence-Excused Unscheduled	Sick leave	0	N/A
Absence-Unexcused Unscheduled	Call-Off due to medical emergency	1	N/A
Absence-Unexcused Unscheduled	Call-Off	2	N/A
Absence-Unexcused Unscheduled	No Call-No Show	3	N/A
Absence-Unexcused Unscheduled	No Call-No Show (2+ days)	Termination	N/A
Tardy 1	Tardy 1-15 minutes	1/2	Severe weather subject to approval by Paket Management
Tardy 2	Tardy 16-119 minutes	1	Severe weather subject to approval by Paket Management
Tardy 3	Tardy 120+ minutes	2	N/A
Tardy 3-A	Tardy 120+ minutes	Forfeit Paid Lunch	N/A
Tardy 3-B	Tardy 120+ minutes	Forfeit paid holiday if tardy day before or after holiday	N/A
Extended / Unscheduled Break 1	Break 1-15 minutes	1/2	N/A
Extended / Unscheduled Break 2	Break 16-119 minutes	1	N/A

Extended / Unscheduled Break 3	Break 120+ minutes	2	N/A
Extended / Unscheduled Break 3-A	Break 120+ minutes	Forfeit paid break	N/A
<b>DESCRIPTION</b>	<b>TIME</b>	<b>POINT/ PENALTY</b>	<b>EXCEPTION</b>
Extended / Unscheduled Break 3-B	Break 120+ minutes	Forfeit paid break if Early Dismissal day before or after holiday	N/A
Early Dismissal 1	Early Dismissal 1-15 minutes	1/2	Lay-Off subject to approval by Paket Management
Early Dismissal 2	Early Dismissal 16-239 minutes	1	Lay-Off subject to approval by Paket Management
Early Dismissal 3	Early Dismissal 240+ minutes	2	Lay-Off subject to approval by Paket Management
Early Dismissal 3-A	Early Dismissal 240+ minutes	Forfeit paid break	Lay-Off subject to approval by Paket Management
Early Dismissal 3-B	Early Dismissal 240+ minutes	Forfeit paid holiday if Early Dismissal day before or after holiday	Lay-Off subject to approval by Paket Management
Missed Punch In	Failure to punch in time clock	1/2	Time Clock/Tracker malfunction
Missed Punch Out	Failure to punch in time clock	1/2	Time Clock/Tracker malfunction
Failure to follow attendance change procedure	Failing to abide by established attendance change procedures	.5	N/A

#### **DEFINITIONS:**

**Paket's Employee Hotline:** (773) 270-8582.

**Bi-Weekly Timesheet:** – form documenting attendance change.

#### **PTO Guidelines:**

- Link to paid time off benefits policies
- How they are earned
- Who can earn
- How they can be used

<b>Paid Time Off / Leave</b>	<b>Procedure / Guidelines</b>
<b>Unaccrued Vacation Leave</b>	Requests must be submitted for supervisor approval no later than <b>3 weeks</b> before date requested and cannot exceed <b>5</b> days or expected day earned by end of year.
<b>Vacation</b>	Requests must be submitted for supervisor approval no later than <b>2 weeks</b> before date requested.
<b>Vacation/Sick Leave</b>	Can be applied on day of call off. Maximum of <b>5 days</b> of Sick Leave are awarded in 1 calendar year through vacation accrual. A maximum of 5 sick days can be used in a calendar year.
<b>Birthday</b>	Requests must be submitted for supervisor approval no later than <b>1 week</b> before date requested.
<b>Personal Day</b>	Requests must be submitted for supervisor approval no later than <b>3 days</b> before date requested.
<b>Bereavement Leave</b>	Requests must be submitted for supervisor approval no later than <b>1 day</b> before date requested with valid documentation.
<b>Jury Duty Leave</b>	Copy of the summons must be given to your Supervisor within <b>10 days</b> of the summons being issued.
<b>Military Leave</b>	You must email documentation of the need for leave to the HR Department no later than 1 week before date requested.
<b>FMLA</b>	Requests must be submitted for supervisor approval no later than <b>30 days</b> before date requested with valid documentation.

#### **Requests for Paid Time Off should be through email**

**Paid Time Off Bank** – Combination of Vacation, Sick, Birthday and Personal day balance report of unused accrued time off visible through Payroll application.

**Physician Statement** – Employees who have an attendance change due to illness or injury are required to provide a doctor's report supporting the necessity of your attendance change, as well as your ability to return to your work, within 3 calendar days after the absence or tardiness. If your absence is the result of personal emergency other than illness or injury, documentation supporting your absence is required.

**Bi-Monthly Audit Period**– Review period evaluating employee attendance record and point accumulation in defined (2) month increments to determine for Non-Exempt Employee's Personal Day award and point status.

**Two (2) Month Review Periods are as Follows:**

- January / February
- March / April
- May / June
- July / August
- September / October
- November / December