



# Integrated Staffing

SUBJECT: ATTENDANCE AND PUNCTUALITY

APPLIES TO: ALL EMPLOYEES

Policy: It is the policy of Integrated Staffing Corporation to establish reasonable and necessary controls to ensure adequate attendance and to meet business and production needs.

Procedure:

1. Working schedules and starting times are established during onboarding based on assignment . Integrated Staffing Corporation is responsible for communicating work schedules to associates.
2. Employees are expected to be at their work station in a fit condition and ready to work at starting time. Work activity should commence at starting times and continue until the normal designated stopping times for breaks, lunch, or the end of work.
3. In the event of absence or tardiness from an assigned work schedule, the employee is required to report the absence to the Company. When reporting absence, the employee must telephone Integrated Staffing Corporation and follow any addition guidelines set forth by the assigned company.
4. The company reserves the right to require an employee to submit a physician's certificate in the event of repeated absences for the medical reasons or in the event of medical absences exceeding three days.
5. The company recognizes that an occasional absence may occur, as defined by Company policies for holidays, vacations, jury service, funerals, family and medical leave, personal leave, military leave, voting, etc. Time off from work is unpaid.
6. If an employee has one unexcused absence during the first 90 days of placement, a verbal warning and a warning letter will be sent to the employee's address. If an employee is absent an additional day during the first 90 days of placement, the employee will be required to personally sign a 2<sup>nd</sup> warning letter. A third or final absence during the first 90 days of placement can result in additional corrective discipline up to and including termination of employment.

8. Excessive absenteeism is defined as two or more instances of unexcused absence in a calendar month. Such excessive absenteeism is subject to corrective discipline. Any eight instances of unexcused absenteeism in a calendar year are considered grounds for discharge.

9. In the event an employee is absent for three days or more without prior notice or approval, such absence is viewed as job abandonment. The employee is then separated from employment as a voluntary quit.

11. Excessive tardiness shall be subjected to corrective discipline or termination. Excessive tardiness is defined as three or more instance of lateness in a calendar month and is subject to corrective discipline. Any 12 instances of lateness in a calendar year are considered grounds for discharge.

12. An employee's request to leave work early may be considered by the Supervisor or Manager. Approval of such absences should be based upon the urgency of the reason for absence and department staffing needs. As a general guide, early leaving should not exceed one instance per month or five instances in a calendar year.

13. Integrated Staffing Corporation is responsible for maintaining attendance records and for advising respective supervisors if an employee's absence or lateness exceeds the guidelines of this policy.