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Policy Number 310

## **BACHMAN MACHINE COMPANY CORPORATE POLICY**

Effective Date: 01/01/2004 Supersedes Policy  
No. \_\_\_\_\_ Date: 08/01/2002 \_\_\_\_\_

SUBJECT: ABSENTEEISM & PUNCTUALITY POLICY

Policy Statement: Good attendance and punctuality are an expectation of Bachman Machine Company management. It is a right of the Company to have good attendance and punctual employees. Each and every employee has an obligation as a condition of his or her employment to attend work punctually and regularly.

Reporting An Absence: Employees who are unable to report to work on time because of circumstances beyond their control (including illness) are expected to contact their immediate supervisor preferably before the shift start but no later than two (2) hours into their shift start. In cases of serious personal illness or other situations in which advance notice is impossible, the employee shall notify his/her supervisor as soon as possible

Lack Of Notification: Any employee who fails to notify their supervisor or department manager of their absence from work for three (3) consecutive days will be considered to have voluntarily resigned. The resignation will be recorded as “ a voluntary quit without notice”, out three days without reporting.

Definition-Absenteeism: Absenteeism shall be defined as the failure of an employee to report for work on any scheduled day. Employees who are absent from work on recognized holidays, vacations, jury duty, bereavement leave, approved leave of absence or on a previously excused absence by their supervisor, are not determined to be absent for the purpose of the attendance program.

Definition-Tardiness/Leave earlies: Tardiness shall be defined as arriving for work after the regular scheduled start time. An employee will be considered tardy if they clock in one (1) minute after their scheduled start time.

However, the Company recognizes that circumstances beyond the employee's control may occasionally cause the employee to be tardy or to leave early. Acceptable written documentation, such as doctor's note, subpoena for court, will excuse the tardy/leave early.

Disciplinary Action:

Excessive absenteeism, tardiness, and leave earlys will be subject to progressive disciplinary action as determined by management

Verbal Counseling - A written note is placed in the employees personnel file indicating the date and content of the verbal warning.

Written Warning – Copy of written warning, signed by the employee is placed in the employees personnel file stating the seriousness of the issue.

Final Warning - Written warning, signed by the employee placed in the employees personnel file stating the seriousness of the violation, and that termination may occur if there is no improvement.