

ABSENCE/TARDINESS POLICY

All employees are expected to show up for work on time at their assigned location. Any employee who will be **late, absent or needs to leave work early (for purposes that are permissible under the earned sick time law), must give advance notice to their Field Supervisor AND Foreman at least 1 hour before their scheduled starting time.** (please refer to the RELCO Field Supervisor Contact List below). If the absence is foreseeable (for example, if the employee will be absent to attend a previously scheduled appointment), the employee must provide seven days' notice, unless the employee learns of the need to use earned sick time within a shorter period of time. **If the employee is going to be out for more than one day, the employee is required to notify the Field Supervisor AND Foreman each day, in accordance with the initial notification procedure, of the continued absence.**

Excessive, misrepresented, unreported or unwarranted absences and/or tardiness may result in disciplinary action up to and including termination. **Failure to report to work without notification for three consecutive days will be considered job abandonment.**

An employee who fails to report to work as scheduled for three days without providing proper notice to his or her supervisor will be considered to have voluntarily terminated his or her employment. Employees out of work for three (3) or more days for illness or injury may return to work upon presentation of a physician's note.

If you need time off, it must be requested in advance so that the company is able to schedule work based on expected employee attendance. Please send all requests to HR@gorelco.com

Attendance and punctuality are very important parts of an employee's job performance. As part of the pay and performance appraisal process, your attendance is evaluated. The fact that your supervisor has been notified of particular absence(s), however, does not insulate the employee from a review of the total number of absences or tardiness in a given period.

ABSENCE REPORTING PROCEDURE

Employees who will be absent are **required** to call/text/email their Field Supervisor AND Foreman within one hour of their scheduled reporting time. The reason for the absence and its expected duration should be stated during this initial message. It is expected that ill or injured employees will inform their Field Supervisor and Foreman if there is a change in the anticipated length of absence. **If the employee is going to be out for more than one day, the employee is required to notify the Field Supervisor AND Foreman each day, in accordance with the initial notification procedure, of the continued absence.** Employees who fail to contact their Field Supervisor and Foreman will be considered to be on unauthorized leave.

RELCO FIELD SUPERVISOR CONTACT LIST

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