



**RELCO Absence Reporting Procedure and Policies  
Work Hours and Vacation Policy**

**Acknowledgement and Certification**

I hereby acknowledge that I have received a copy of RELCO's Work Hours, Absence Reporting Procedure, Absence/Tardiness Policy, Sick Time Policy and Vacation Policy. I certify that I will comply with the provisions of these policies and related policies, procedures, standards, and guidelines that are also located in the Employee Handbook.

I acknowledge that if I have any questions regarding these policies, procedures, standards, or guidelines, it is my responsibility to address those issues with my Field Supervisor or the Human Resources Department for clarification.

I acknowledge that failure on my part to follow these policies and procedures may result in disciplinary action up to and including termination.

\_\_\_\_\_  
Name (Printed)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## WORKING HOURS AND BREAKS

**Normal working hours for field crews are 7:00 a.m. to 3:30 p.m. unless specified otherwise by the General Contractor. You are expected to be at your assigned job site, tools in hand, ready to begin work promptly at the designated starting time.**

During the day you are entitled to an **unpaid lunch break of thirty minutes which must be taken, it is the law**. A 15-minute paid coffee break in the morning is also allowed. You are representing the company. Company rules/policies still apply when on break and/or while on the job site.

At certain times the Company may require employees to work overtime. We will attempt to give you as much notice as possible in this instance. However, advance notice may not always be possible.

You are paid for all time up to when you leave your last job of the day. Commuting time is not considered worked time. For overtime calculations, all **worked** time in excess of 40 hours in any weekly pay period will be paid at the rate of time and a half.

**All overtime must be pre-authorized by your Field Supervisor.**

At times, due to construction or customer needs, the schedule may be altered or extended. You will be asked to modify your hours based on the project needs. Under no circumstances is any employee to work beyond their physical capacity to function safely.

Office personnel's time will vary from the field crew schedule based on company need and policy.

## PAY PERIOD

Our pay period extends from 12:00 a.m. Saturday through 11:59 p.m. Friday, with payday the following Friday. All employees are responsible for tracking their own time to mitigate any discrepancies on their timecards.

**All job foremen are responsible for turning in timecards with the necessary job information, job number, hours worked and labor codes by the end of the work day on Friday. Inaccurate or incomplete timecards may result in miscalculation of customer invoices and employee paychecks.**

Every precaution is taken to avoid errors in your pay. If you think that an error has occurred, please notify the Human Resources Department immediately at [HR@gorelco.com](mailto:HR@gorelco.com). The error will be investigated; if an error is found the adjustment will be made on the next pay period.

All employees are strongly urged to use RELCO's Direct Deposit Program. Through direct deposit, your paycheck will be automatically deposited in a bank/credit union. You may select up to five accounts for deposit, if you wish. Direct deposit results in safe deposits with easy, quick access to funds. Please contact Human Resources at [HR@gorelco.com](mailto:HR@gorelco.com) for further details.

***Please note: Due to the nature of our business there may be times when you will be asked to work overtime.***

## 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 HR@gorelco.com 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 HR@gorelco.com 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 HR@gorelco.com 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 HR@gorelco.com 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 HR@gorelco.com each day, in accordance with the initial notification procedure, of the continued absence. Employees who fail to contact their Field Supervisor and HR@gorelco.com will be considered to be on unauthorized leave.**

**All Foremen must submit a copy of the daily sign-in log for their job site at the end of each week on Friday, by 10am to Jill Reilly at jwreilly@gorelco.com, this is required for recordkeeping purposes.**

## RELCO FIELD SUPERVISOR CONTACT LIST

Ray Lynch, RELCO Easton/Construction Outside Ops  
rlynch@gorelco.com  
O: 508-535-2945 M: 508-922-3311

Domenic Fernandes, 24/7 Easton  
dfernandes@gorelco.com  
O: 508-535-2923 M: 508-328-3098

Paul Szlachciuk, RELCO RI Outside Ops  
pszlachciuk@gorelco.com  
M: 508-962-6666

Don Bateman, RELCOM Ops  
dbateman@gorelco.com  
O: 508-535-2920 M: 508-509-9612

Steve Pilling, RELCO NH Outside Ops  
spilling@gorelco.com  
O: 603-379-1881 M: 603-234-0022

Scott Ventura, RELCO Cape Outside Ops  
sventura@gorelco.com  
O: 508-619-9029 M: 508-400-8936

Greg Waters, VP Project Management  
gwaters@gorelco.com  
O: 508-535-2909 M: 508-962-1615

Steve Potts, Prefabrication Manager  
spotts@gorelco.com  
M: 508-328-0237

Tom Aborn, President  
taborn@gorelco.com  
O: 508-535-2902 M: 508-962-1444

Joe Fannon, VP Finance/Administration  
jfannon@gorelco.com  
O: 508-535-2917 M: 508-962-7224

## SICK TIME POLICY

**All our regular full-time employees are eligible to utilize accrued vacation as sick time.** As of July 1, 2015, employees not covered by our vacation benefit are eligible to accrue Earned Sick Time at their regular hourly wage.

Employees accrue one hour of sick time for every 30 hours worked up to a maximum of 40 hours per calendar year. While accrual of sick time begins on their first day of work, employees are eligible to take earned sick time 90 days following the start of employment.

### Use of Sick Time

Employees may use up to 40 hours of accrued sick time and regular full-time employees may use up to 40 hours vacation time per calendar year for the reasons listed below:

1. Care for the employee's own physical or mental illness, injury, or medical condition that requires home, preventative, or professional care;
2. Care for a child, parent, spouse, or parent of a spouse who is suffering from a physical or mental illness, injury, or other medical condition that requires home, preventative or professional care;
3. Attend routine medical and dental appointments for themselves or for their child, parent, spouse, or parent of a spouse;
4. Address the psychological, physical, or legal effects of domestic violence; or
5. Travel to and from an appointment, a pharmacy, or other locations related to the purpose for which the time was taken.

Use of sick time for other purposes is not allowed and may result in an employee being disciplined.

Earned sick time may be used for full or partial day absences. Sick time cannot be used as an excuse to be late for work without an authorized purpose.

**When you have advance notice, requests for sick time should be submitted in writing to Human Resources HR@gorelco.com as far in advance as possible to ensure adequate coverage.**

**If you wish to use your accrued paid time off for time missed a request must be sent to [HR@gorelco.com](mailto:HR@gorelco.com) otherwise, it will be processed as unpaid.**

### Company Expectations Regarding Attendance

Regular, reliable attendance and timeliness is expected.

If an employee commits fraud or abuse by engaging in an activity that is not consistent with allowable purposes for sick time, the employee may be subject to disciplinary actions.

If an employee is exhibiting a clear pattern of taking leave on days just before or after a weekend, vacation, or holiday, the Company may discipline the employee for misuse of earned sick time, unless the employee provides verification of authorized use.

Written documentation from a medical provider or others will be required if sick leave:

- Exceeds 3 consecutively scheduled workdays,
- Occurs within 2 weeks of employee's separation from employment (except for temporary employees);
- Occurs after 4 unforeseeable and undocumented absences within a 3-month period.

### Payout of Sick Time

Sick time is not payable on termination of employment.

## VACATION POLICY

### Purpose

RELCO's paid vacation is extended to eligible employees to provide flexible time off which may be used for such needs as vacation, personal or family matters, personal leave, appointments or for reasons allowed under the Massachusetts Sick Leave Law.

### Eligibility

All full-time, year-round employees accrue vacation based on the length of service (see below table). Accrual begins the first day of regular employment and accrued time may be used 90 days after the start of employment.

Vacation hours are not considered as time worked for purposes of calculating overtime.

### Accrual Rates

Vacation time off is paid at the employee's base rate of pay at the time it was accrued and may not be used before it is earned.

Employees are responsible for managing their own vacation hours to allow for adequate reserves in case of need to cover vacation, illness, appointments, emergencies, or other situations that require time off from work. The amount of vacation time accrued, used and available is listed on your weekly paystub.

<b>Years of Qualified Service</b>	<b>Accrual Rate per Weekly Pay Period</b>	<b>Annual Accrual</b>
1 – 2 Years <i>0-24 months</i>	1 hour <i>per 30 hours worked</i>	5 days (40 hours)
3 – 5 Years <i>25-60 months</i>	1.54 hours	10 days (80 hours)
5 + Years <i>61+ months</i>	2.31 hours	15 days (120 hours)

### Maximum Accrual Cap (applies to salaried employees only) effective January 2, 2021

The maximum amount of vacation time a salaried employee can accrue at any time is 240 hours. Once that cap is reached no additional vacation time will accrue until the vacation balance is reduced below the maximum cap. No retroactive credit will be received for time worked while at the maximum accrual cap limit.

Employees are responsible for being proactive in managing their vacation time. This means developing a plan to avoid reaching the vacation maximum accrual cap. Vacation balances can be monitored by viewing your weekly paystub and you may request an update on your vacation balance by emailing HR@gorelco.com.

## REQUESTING TIME OFF

When scheduling time off employees shall submit a written request to [HR@gorelco.com](mailto:HR@gorelco.com) as early as possible but no later than a minimum of two weeks prior to the requested time off dates. **Note that requests for Paid Family Medical Leave must be received at least 30 days before the requested leave date.** In the event that this advance notice is not feasible, requests for time off will be reviewed at the discretion of the Supervisor and/or President. Thirty days of notice is required for the months of May through September.

RELCO will attempt to accommodate requests, however, all time off is subject to Supervisor's prior approval. Requested time off may be postponed if your Supervisor deems it necessary due to the needs of the business.

Vacation requests will be granted on a first come, first serve basis, based on no more than a certain number of the workforce being off at one time.

### **ALL TIME OFF REQUESTS MUST BE SUBMITTED TO [HR@GORELCO.COM](mailto:HR@GORELCO.COM)**

You will be notified of your approval via email. Foremen are NOT authorized to approve time off requests.

Employees failing to return to work at the end of an approved vacation, or those taking vacation without approval, may be subject to disciplinary action including termination.

### Separation from Employment

Upon resignation, separation, or retirement all vacation hours accrued but not used will be paid at the employee's base rate of pay at the time vacation was accrued.

## FUNERAL LEAVE

Time off will be granted to attend to the death of a family member or friend. If time is required to attend to personal matters, request the time off from your Field Supervisor or Human Resources at [HR@gorelco.com](mailto:HR@gorelco.com).

## LAYOFFS

Economic conditions may make it necessary for reductions in the work force. Any changes will be made with as much advance notice to employees as possible.

Layoffs will vary based on the level of work and the staff.

Any employee rehired within 60 days of a layoff will retain the level of benefits allowed. No benefits are accrued during an indefinite layoff period.

## PERSONAL LEAVE OF ABSENCE

RELCO recognizes that you may need to be away from work for personal reasons. Unpaid leaves of absence will be granted at the company's discretion to all regular employees. Each request will be considered on an individual basis taking into account your needs and the operational needs of your department. **To qualify for personal leaves, you must notify your Field Supervisor and the Human Resource Department [HR@gorelco.com](mailto:HR@gorelco.com) in writing 30 days in advance.**

During your leave there is no accrual of benefits and employee pays 100% of the health and dental premiums. You may return to work provided a position is open at the conclusion of your leave. However, RELCO does not guarantee positions for personal leaves beyond a 12-week period.