

**USUI INTERNATIONAL**  
**NO FAULT ATTENDANCE POINT SYSTEM FOR HOURLY EMPLOYEES**  
**Effective January 9, 2017**

**GOAL:** The Company places great emphasis on good attendance and punctuality. Regular attendance is expected of every employee. Employees must be at their appointed work stations, on time, fully ready and able to work at the start of their shift. Being on time is not only a good reflection on you, but is a necessity in a continuous shift operation like ours. Employees who have perfect attendance will be rewarded.

The no fault attendance point system does not allow being late to work, leaving early from work and does not allow absences from work (unless the absence qualifies under a state and/or federal regulation).

- An employee must be clocked in before the start of their shift and must be clocked out before leaving UIC property.
- All vacation time must be requested twenty-four (24) hours in advance of your scheduled shift, prior to taking vacation and approved in writing by the appropriate supervisor in order not to be subject to the point system.

**EXPLANATION:**

**An employee must not exceed twelve (12) points; on the 13<sup>th</sup> point, employment is terminated.**

1. **NO CALL/NO SHOW: Four (4) points** will be given for each day if the employee does not call off or show up to work. If an employee fails to report to work for three (3) consecutive scheduled workdays without notifying the designated call off number, it will be assumed that the employee voluntarily separated from the Company.
2. **CALL OFF: Two (2) points** will be given for each day of a call off prior to the start of their shift.
  - **ILLNESS:** If the employee is sick, a doctor's excuse for their own illness will be required for each illness greater than one (1) day up to a maximum of three (3) consecutive days to prevent accumulating additional points for this instance unless the absence qualifies under a state and/or federal regulation such as FMLA, USERRA, ADA, worker's compensation leave, etc. The doctor's excuse must include the date(s) off and the return to work day.
3. **TARDY: One (1) point** will be given if the employee is tardy. An employee is tardy if he/she is tardy one (1) or more minutes after the scheduled shift start time. An employee will receive **two (2) points** if he/she is tardy more than four (4) hours beyond the start of their scheduled shift.
4. **LEAVE EARLY: Two (2) points** will be given if an employee leaves work more than four (4) hours before the end of their scheduled shift for any reason after notifying their supervisor. An employee will receive **one (1) point** if he/she leaves work less than four (4) hours before the end of their scheduled shift after notifying their supervisor.
5. **NOTIFICATION:**
  - The employee must call the designated call off number and speak clearly, providing all of the following:
    1. Name
    2. Spelling of first and last name including middle initial
    3. Last 4 digits of social security number
    4. Supervisors name
    5. Shift
6. **NOT CLOCKING IN OR NOT CLOCKING OUT:** An employee will receive **one (1) point** for each incident of not clocking in or not clocking out unless there is a timeclock malfunction verified by their supervisor. If the employee is unable to clock in or out, he/she must complete an "Employee Timesheet Adjustment Form" signed by their supervisor.
7. **WHEN WILL A POINT BE REMOVED:** Point(s) received will be removed one (1) year from the occurrence.
8. Points accumulated when an employee goes on an approved leave of absence (as stated in the USUI handbook) will be retained until he/she returns from the leave.

**Example:** An employee has four (4) points on October 1 when leaving on military or FMLA leave, worker's comp, returns on December 15, retains their points upon their return from leave.
9. **NO POINT GIVEN:** No point will be given, should an absence occur due to any of the following reasons:
  - Absence due to a work-related injury with medical documentation stating the employee is unable to work
  - Absence due to the death of an immediate family member or non-immediate family member as stated in the "Time Off" Policy of the UIC employee handbook. Documentation supporting the absence will be required.
  - Absence due to jury duty, military leave, FMLA leave, lack of work, subpoenas, court or government agency appointments, any other absence expressly authorized through the terms of Company policy, or mandated by state or federal law. Documentation supporting the absence will be required except for lack work.
  - Adverse weather conditions resulting in Level 3 snow emergency for Sharonville issued by police or Level 3 snow emergency issued by the police at the county in which the employee resides or routes taken by the employee in their normal commute to work. Plant closures due to adverse weather will be announced via Cincinnati Local 12 News Station or [www.LOCAL12.com](http://www.LOCAL12.com). Unless these conditions exist, you are expected to report to work.
10. An employee will have the option of using earned and unused vacation for an absence; however, the use of vacation will not excuse the absence or remove points received due to violations of this policy.

**PERFECT ATTENDANCE AWARD:**

**For Hourly Employees - Regular Full Time and Contract/Temporary Employees:**

When an employee has perfect attendance for the entire month including the 1st and last day of the month, two (2) hours of vacation will be earned up to a maximum of twenty-four (24) hours for the year.

1. Can use a maximum of 8 hours per day
2. Vacation will be allowed on a 1st come, 1st serve basis upon supervisory or management approval and requested at least twenty-four (24) hours in advance.
3. Can carry over a maximum of twenty-four (24) hours of **Perfect Attendance Award** vacation hours over to the next year
4. A perfect attendance award may only be used by the person to which it was issued
5. Lost or stolen perfect attendance awards will not be replaced

Should the above policies not be followed, you will be subject to disciplinary action up to and including termination.

Please sign below that you fully understand the company's no-fault attendance policy as listed above.

\_\_\_\_\_  
(Employee Signature)

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Date)