

USUI INTERNATIONAL
NO FAULT ATTENDANCE POINT SYSTEM FOR HOURLY EMPLOYEES
Effective January 1, 2018

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.
- Employees may clock in no earlier than 7 minutes prior to their scheduled start time. Continually punching in earlier than 7 minutes will result in disciplinary action.
- All vacation time must be requested forty-eight (48) hours in advance of your scheduled shift, prior to taking vacation and approved in writing by the appropriate supervisor and manager in order not to be subject to the point system.

EXPLANATION:

An employee must not exceed twelve (12) points; on the 13th 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 757-558-7300 extension 5800, 5802 or 5815 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 and shift
 5. Reason for call out
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 any of the following: jury duty, military leave, FMLA leave, lack of work, court subpoenas or government agency appointments. Documentation supporting the absence will be required except for lack work.
 - Plant closures due to adverse weather will be announced via News Channel 3 (WTKR) or <http://www.wtkr.com/closings>
 - 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 Contract/Temporary Employees:

When an employee has perfect attendance for the entire month including the first 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 first come, first serve basis upon supervisory or management approval and requested at least forty-eight (48) 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)



TO: ALL REGULAR EMPLOYEES AND TEMPORARY ASSOCIATES
FROM: VISHAL SHAH, GENERAL MANAGER
Re: POINTS POLICY

EFFECTIVE 3/25/2019 –

please see the following change to our Points Policy. **Not retroactive**

No points for sickness with a doctor's note:

Allowed: 8 times per year

MUST HAVE DOCUMENTATION

Reminder: Temp associates give your notes to your agency

For:

- Calling in sick
- Child's sickness
- Leaving work or coming in late (due to sickness)
- Leaving during the work day for a doctor appointment
- Parent Teacher Conferences

IN PUNCH "tardy" GRACE PERIOD:

1 TO 7 MINUTES – NOT POINTED

Allowed 3 times per month

8 MINUTES ONWARD POINTED

VACATION FORMS:

From 48 hours to 24 hours prior notice

Handwritten signature and date: 03/29/19.