**WORK SCHEDULE AND ATTENDANCE POLICY**

**PURPOSE:** In order for our operations to run smoothly, we are counting on everyone to be here! Arriving late and leaving early has a negative impact on production. However, it is understood that sometimes there are extenuating circumstances that my impact attendance. This policy is designed to accommodate these events, as well as enable us to meet our business needs.

1. **HOURS OF OPERATION:** Regular working hours for first shift in the manufacturing area are 6:00 a.m. to 2:45 p.m. Regular working hours for second shift in the manufacturing area are 10:00 a.m. to 6:45 p.m. Monday through Friday. Employees may not clock in more than 7 minutes prior to the scheduled start time. The Shipping/Receiving department will be on a staggered schedule to accommodate business need. Hours and overtime may fluctuate with business demands.

**2**. **BREAKS:** There will be two paid ten minute breaks throughout the shift and an unpaid 45 minute break for lunch as designated by the supervisor. You are expected to stay on the MTS property during paid break periods.

3. **DEFINITIONS:**

 a. PTO-Scheduled: Request for time off that are made and approved in advance as outlined below.

 b. PTO-Unscheduled: Absences due to request not made in advance or not approved by the manager

 c. Unpaid PTO: Approved requests for time off when an employee has no PTO hours available.

**3**. **TIME OFF:** You are responsible for managing your PTO. All requests for time off are subject to supervisor approval.

**a**. PTO requests should be made 3 working days in advance. PTO should only be requested if you have PTO accrued. To maintain acceptable operation levels, only one PTO-Scheduled request per day per cell will be considered.

**b**. PTO requests that are not approved by the manager and result in missed time will be considered PTO-unscheduled and subject to an occurrence as outlined in section four.

**c.** Accrued PTO hours must be used for PTO-Scheduled and PTO-Unscheduled

**c**. PTO-Unscheduled or Unpaid PTO will only be approved on an emergency basis.

**4**. **OCCURENCES:** Production associates are expected to bring their badge daily and to punch in and out using the time clock system. Attendance will be tracked automatically by time clock entries and will be reviewed by the supervisor. Occurrences will be accrued over a rolling twelve-month period.

* One tardy or leave early less than 60 minutes is equal to half an occurrence
* One tardy or leave early 60 minutes or greater is equal to one occurrence
* If an associate is unable to punch using the time system, he or she should report to their supervisor or cell lead.
	+ Failure to report to the supervisor or cell lead prior to their scheduled start time will result in a tardy and follow the above occurrence schedule for tardy arrivals.
* If PTO-Unscheduled is taken for a full day, it is equal to one occurrence. If PTO-Unscheduled is taken for more than one day consecutively, the supervisor will determine if additional occurrences will apply.
* An unscheduled, unapproved absence is equal to one occurrence
* No Call No Show will result in 2 occurrences – To avoid a no call no show, there must be a call logged on the call- in line.

 **Guidelines for Attendance Policy Corrective Action Process:**

 Accumulate 4 Occurrences –verbal warning

 Accumulate 5 occurrences – written warning

 Accumulate 6 occurrences – termination

 Under these guidelines, disciplinary action taken under the attendance policy will run concurrently with any other disciplinary actions until the employee is at the written warning stage. If the employee is at the written warning stage under the attendance policy, any other policy violation would be considered grounds for termination. Depending on the severity of the situation, the steps outlined above in the corrective action process may be shortened or skipped and could result in immediate action, up to and including termination.

 5. **OTHER FACTORS OF THE ATTENDANCE POLICY:**

* All work performed outside standard working hours must be approved by the supervisor.
* Staff is expected to be at their workstations and ready to work at their scheduled start time.
* Certain employees will continue to have “off-set” lunch hours to meet business needs.
* Manufacturing employees cannot clock in more than 7 minutes before scheduled start time.
* HR will notify employee’s supervisor if a leave of absence has been approved.
* All hourly production associates will be required to punch the time clock for verification of hours worked.