

Paid and Unpaid Time Off Summary

Vacation (Paid Time Off (PTO))

- **2-hour increments**
- **Must be requested** by EE through Infor WFM and be approved by Supervisor in Infor WFM **24 hours in advance** of the start of the vacation time, at supervisor's discretion.
- Carry over up to 80 vacation hours.
- Request payout at any time during any payroll week through Infor WFM.

Forgiveness (Fun) Day

- Earn 1 (unpaid) forgiveness (FUN) day Jan 1st of each year.
- **Half or Full Day increments**
 - 8-hour shift, you can take 4 or 8 hours
 - 10-hour shift, you can take 5 or 10 hours.
- Will not affect points or perfect attendance.
- Cannot be used day before or after a holiday, unless EE can provide a doctor's note covering the day missed.
- **Must be requested through Infor WFM** and be approved by Supervisor in Infor WFM **within the first hour** of the requested time off period or sooner for the FUN day to be authorized. (i.e. if requesting off 6:00am-11:00am EE must notify supervisor by 6:59am or sooner).
- New EEs accrue 1 FUN Day after their first 90 days.
- If not used by end of Dec 31st EE will receive four hours of pay for each half FUN Day.

Over Time Credit (OTC)

- **2-hour increments**
- **Must be requested through Infor WFM** and be approved by Supervisor in Infor WFM **before the start of the requested time off period** (i.e. if requesting off 2:30-4:30pm for same day, time must be requested and approved in the system before 2:30pm that day).

Incentive Time (Perfect Attendance)

- **Half or Full day increments**
 - 8-hour shift, you can take 4 or 8 hours
 - 10-hour shift, you can take 5 or 10 hours.
- A Total of 40 Incentive hours (24 + 16= 40) is possible to earn for the year.
 - Perfect Attendance for any month will still earn 2 hours of incentive time (12months * 2hrs = 24 hours yearly)
 - Perfect Attendance for each quarter (rather than the year) earns an additional 4 hours of incentive time. (4hrs*4quarters = 16 hours yearly)
- **Must be requested** through Infor WFM and be approved by Supervisor in Infor WFM **before the start of the requested time off period.** (i.e. if requesting off 11:30-4:30pm for same day, time must be requested and approved in the system before 11:30pm that day).
- Accumulate up to 40 hours – any additional is transferred to an incentive bank.
- Incentive bank or other incentive hours can be requested to be paid out at any time through Infor WFM (will appear on next check). When requesting payout, Employees must use the entire bank amount first before using other incentive time.

Attendance Policy Summary 2024:

Schedule Violations

<u>Unexcused Occurrence Description</u>	<u>Point Value</u>
<u>Late In 1-30 minutes</u>	<u>0.5</u>
<u>Late In 31-60 Minutes</u>	<u>0.75</u>
<u>Late In 61 minutes or more*</u>	<u>1.0</u>
<u>Early Out 1-30 minutes**</u>	<u>0.5</u>
<u>Early Out 31-60 minutes**</u>	<u>0.75</u>
<u>Early Out 61 minutes or more**</u>	<u>1.0</u>
<u>Unexcused Absence*</u>	<u>2.0</u>
<u>Calling in over one hour after your scheduled start time</u>	<u>3.0</u>
<u>No Call/ No Show</u>	<u>6.0</u>

* Indicates that supervisor must be notified within the first hour of your scheduled start time or sooner.

** Indicates the supervisor must be notified prior to the employee leaving.

Discipline Levels

Employees will be subject to disciplinary action when the total points accumulated from unauthorized occurrences reach the following levels during any rolling 365-day period. Points accrued will expire after 365 days after the date the points occurred.

Disciplinary Action Level	Disciplinary Action Trigger
Counseling Level 1	4 points in a rolling 365 days
Counseling Level 2	8 points in a rolling 365 days
Termination	12 points in a rolling 365 days

Prohibited Conduct & Discipline Policy 2024:

<u>Disciplinary Action Level</u>	<u>Number of Days Disciplinary Action will Remain Active from Date of Issue</u>
<u>1st Warning</u>	<u>180</u>
<u>2nd Warning</u>	<u>270</u>
	<u>Discharge</u>