

The Objective of this policy is to set forth Wisconsin Industrial Staffing's statement of policy and procedures for handling employee occurrences of absences and tardiness.

- 1) Employees are expected to report to work as scheduled, on time and prepared to start work.
- 2) Employees are expected to remain at work for their entire work schedule.
- 3) Late arrival, early departure or other absences from scheduled hours are disruptive and must be avoided.
- 4) Any employee who fails to report to work without notification to his or her supervisor at the job site, and the Wisconsin Industrial Staffing branch, will have voluntarily terminated his or her employment relationship and will be compensated at Federal Minimum Wage for that pay week.

#### ABSENCE OR TARDINESS

"Absence" is defined as the failure of an employee to report for work when the employee is scheduled to work. The two types of absences are defined below:

- 1) Excused absence occurs when all three of the following conditions are met;
  - a) The employee provides sufficient notice to his or her supervisor and the branch;
  - b) The reason is found credible or acceptable by his or her supervisor;
  - c) Such absence request is approved by his or her supervisor and the branch.

Wisconsin Industrial Staffing uses an employment year when determining an excessive amount of unexcused absences or tardiness's.

- 1) Unexcused absence occurs when one of the three conditions above is not met.
  - a) If it is necessary for an employee to be absent or late for work because of illness or an emergency, the employee must notify his or her supervisor at the job site and the branch no later than (4) Hours before the employee's scheduled start time on that same day.
  - b) Employees who have any excused absences because of illness or injury must give Wisconsin Industrial Staffing proof of physician's care within 24 hours of illness or injury or the occurrence will be considered unexcused.

If you will be off work for more than 8 hours we will need a physician care slip.

- 2) Wisconsin Industrial Staffing will need the following from the physician.
- 3) If and when the employee will be able to return to work, if applicable, and
- 4) Whether the employee is capable of performing his or her regularly scheduled duties,
- 5) What duties the employee is capable of performing.

(The employee is responsible for providing Wisconsin Industrial Staffing with the above-described physician's proof of care.) Without an acceptable excuse, the employee may be subject to immediate termination.

Sufficient Notice: To be considered an excused absence as defined above, sufficient notice must be given to Wisconsin Industrial Staffing the client supervisor. Sufficient notice is:

- 1) For a scheduled absence of 8 hours or more, employees must give a notice of one week.
- 2) For a scheduled absence of less than eight hours, employees must give a notice of 2 working days.

Tardiness: Employees are expected to report to work on time. If employees cannot report to work as scheduled, they should notify Wisconsin Industrial Staffing and their client supervisor no later than (1) hour before their regular starting time. This policy doesn't excuse the absence.

#### ATTENDANCE BONUS

The attendance bonus program to assist in accountability to Wisconsin Industrial Staffing and the client to succeed in a winning relationship.

- 1) The bonus is consisted of a base wage per hour, and an attendance bonus. I.e. (If you are called and told the wage is \$10.00 per hour, your base wage is \$8.50 and the attendance bonus is \$1.50 per hour to make \$10.00 per hour).
- 2) Any time deviated away from your scheduled shift will result in a loss of the attendance bonus. This includes absence, tardiness.
- 3) Any person that does NOT report to work, and does NOT call to let the office know. they will be paid Federal Minimum Wage for the entirety of that pay week.

Wisconsin Industrial Staffing Attendance Policy Instances of Tardiness / Absence Progressive Action

- 1) First Occurrence Written Verbal Warning & Loss of Bonus
- 2) Second Occurrence Written Warning & Loss of Bonus
- 3) Third Occurrence Removal from Assignment & Loss of Bonus
- 4) Fourth Occurrence One Year Suspension & Minimum Wage

#### ACCEPTANCE OF TERMS

- 1) As an Employee of Wisconsin Industrial Staffing I understand the above stated attendance policy is in full force from the first day I accept any assignment.
- 2) Furthermore, I know and understand the attendance policy, and any deviations from this policy will result in progressive action.
- 3) I also understand that any policy violations that may have ended my assignment will result in my receiving minimum wage for that current pay week.