

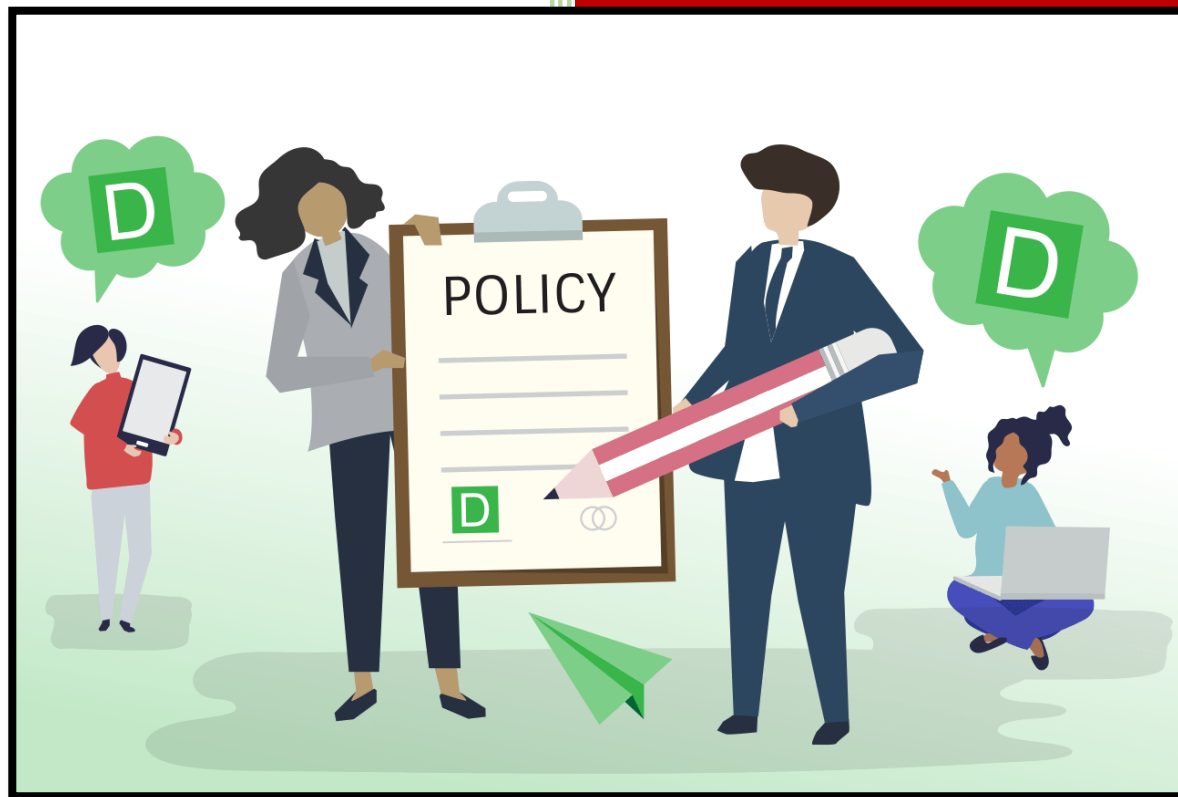
IF you need to be absent from work for any reason call this number:

CREWPACKWINGS Attendance line

#1630-707-1136 Number may vary depending on each Establishment

FOLLOW THE Instructions

- **Press the number for your assigned facility**
- **give your name (speak clearly)**
- **ID number**
- **leave a short message (reason for absence)**



ATTENDANCE AND PUNCTUALITY

Objective:

Employees are expected to be on the job for every assigned shift.

Your timely attendance at work is essential to making our establishment run smoothly. We must fulfill

our contracts and production requirements in order to satisfy our customer's needs. Each of us needs to do our part by being at work when we're able. This policy applies to all crewpackwings

employees with the exemption of those employees covered under a collective bargaining agreement.

Reporting Absences:

An employee who will be absent or tardy is responsible for notifying his/her manager/supervisor/designated point of contact the reason and expected length of the time away from work, before the scheduled start time. Each employee is responsible for knowing and following the appropriate departmental procedures for notification of absence.

Each department/business unit will maintain and provide employees a procedure that details the attendance requirements for the operation, including detailing what results in attendance occurrence points and/or corrective action. These procedures are governed by this policy (and may also be governed by Policy / Paid Time Off) and may include requirements for how to report absences, when to report absences, and what absences may result in attendance occurrence points that could result in corrective action. The use of Paid Time Off (PTO) or Paid Sick Leave will not result in occurrences assuming the employee has sufficient time to cover such absence and follows the procedures regarding use of time off.

While exempt employees will not receive occurrences as outlined in departmental procedures, their performance is often negatively affected by habitual or excessive absenteeism and they could subject to corrective action, up to and including termination.

ATTENDANCE AND PUNCTUALITY

CREWPACKEINGS Leave: If an employee believes his/her absence may be covered under the FAMILY

Medical Leave Act (FMLA), it is his/her responsibility to notify his/her supervisor and MANAGEMENT Department as outlined in the Family and Medical Leave of Absence, Policy.

Policy Exceptions:

Employees absent due to a work-related injury, any absence excused by law, or any of the following types of absences, with appropriate documentation, are considered excused and will not be assessed an occurrence under this policy:

Use of PTO or Paid Sick Leave

Jury Duty/Subpoenas

Approved leaves of absence

Qualifying accommodations under the Americans with Disabilities Act (ADA)

Documented in-patient hospitalization and/or emergency room visits

When an employee is prevented from reporting to work due to an emergency facility closing, or missing a partial shift due to an early closing of a CREWPACKEINGS facility or company practice resulting in sending someone home during a shift

Workers compensation medical treatment

Workers prohibited from reporting to work by CREWPACKEINGS Medical Department staff in accordance with the Communicable Diseases, Pandemic Disease Outbreaks, and Infection Control policy

Approved absences pursuant to specific Federal and State laws (i.e., IL School Visitation Rights Act or IL Child Bereavement Act)

Providing documentation that is deemed to be fraudulent in nature will result in corrective action up to and including termination of employment.

ATTENDANCE AND PUNCTUALITY

Record Attendance:

Department managers/supervisors will maintain an attendance record for each employee. Unscheduled absences and tardiness will be monitored regularly pursuant to departmental procedure and are calculated on a rolling twelve (12) month basis. Corrective Action documents will be placed in and become a permanent part of the employee's file. A rehired employee's occurrences will be reset upon rehire and all previous attendance occurrences and corrective actions will be considered expired. If the investigation finds the circumstances justify discharge, the employee will not be paid for the period of suspension. If the investigation finds the circumstances justify suspension, the employee will be issued corrective action and not be paid for the period of suspension.

Discharge

The final step in the Corrective Action process is discharge. All potential discharges will be reviewed with the CREWPACKEINGS Representative and the appropriate divisional President, and/or Workforce Development or designee prior to commencement.

ATTENDANCE AND PUNCTUALITY

Examples of Conduct that may result in Corrective Action (note that this list is not all-inclusive):

- Misconduct such as insubordination, neglecting, mistreating, harassing, or endangering the welfare of management, participant, customer, visitor, or another employee, or failing to report another employee's witnessed inappropriate conduct,
- Dishonesty, deliberate deception, fraud, theft, and/or refusal to cooperate in an investigation related to any alleged misconduct,
- Receiving or soliciting money, tips, favors, or gifts from participants or any other person,
- Falsifying any record, report or application or willfully omitting pertinent information from any forms and documents (including falsifying time-keeping records), Inappropriate use of company equipment, materials, supplies or information for personal or commercial gain; or the deliberate or negligent damage of any CREWPACKWINGS property,
- Failure to Follow CREWPACKWINGS safety and health procedures, failure to report an injury or contact that places employees, participant, customers, visitors, CREWPACKWINGS Property risk,
- Non-compliance the Crewpackwings drugs and alcohol free workplace policy
- Failure to maintain proper work standards and/or failure to satisfactorily perform required duties and responsibilities,
- Leaving the assigned work area or location without proper relief or notifying a member of management,
- Working overtime without authorization (applies to non-exempt employees)
- Sleeping or the appearance of sleeping while on the job
- Unwillingness to cooperate and work positively with others,
- Disorderly conduct of any kind such as fighting, horseplay, or using abusive or threatening language or gestures toward coworkers, management, participants, customers, or visitors, or

ATTENDANCE AND PUNCTUALITY

Violation of any CREWPACKWINGS policy or procedure, or any applicable local, State or Federal Law.

CREWPACKWINGS

This policy applies to all active CREWPACKWINGS procedures or policies. Attendance and attendance-related issues are tracked separately from acts of misconduct or performance issues discussed in this policy. Please see policy, Attendance and Punctuality, for additional information relating to attendance infractions.