



Attendance Policy

1) Overview

All Employees at St. Pauly Textile Inc. are expected to be present for work, on time, every day. Regular attendance and punctuality are important to keep your team and St. Pauly Textile Inc. operating efficiently. Arriving late, being tardy, or absent causes disruptions and negatively impacts the company. St. Pauly Textile Inc. utilizes a point system that is detailed below.

2) Attendance Infractions

- a) Absent with calls: 1 Point
- b) Absent, no call: 2 Points
- c) Tardy: ½ Point
- d) Early departure: ½ Point
- e) Failure to clock-in or clock-out consistently over a week: ½ Point.

Employees are given a 5 minute grace period to clock-in on the scheduled start time. Employees cannot clock-in more than 15 minutes before their scheduled start time.

If there is a problem clocking-in or clocking-out employees should inform management immediately for a resolution.

All attendance infractions expire 6 months after the date the infraction took place.

A sick or vacation day will be used in place of an absent with a call. A sick or vacation day will not be used for an absence without a call.

You will be considered absent with no call if you have not called in at least 30 minutes before your shift begins. Calling in ahead of time gives the team time to adapt if you are going to be absent.

3) Disciplinary Action for Attendance Infractions

- a) 3 Points: Verbal warning



- b) 4 Points: Written warning
- c) 5 Points: Meeting with manager and 1-3 day suspension
- d) 6 Points: Employee is subject to termination

If an employee is absent from work for three or more days, evidence for excusing the absence, such as a doctor's note, must be provided.

If an employee is a no call or no show for three or more consecutive days it will be considered job abandonment, or termination without notice.

Employees may request exceptions for work absences from management. These must be approved on a case by case basis.

4) Excused Absences

- a) Funerals
- b) Jury Duty
- c) Military Duty
- d) Bereavement
- e) Childbirth
- f) FMLA absences
- g) ADA absences
- h) Medical Appointment
- i) Unavoidable Emergencies

Documentation must be provided for all of the above to provide reason for absence within 48 hours.

5) Good Attendance Benefits

An extra vacation day will be rewarded for every 6 consecutive months an employee works without an attendance infraction.

Signature