

George's Farm Products, Inc.

Attendance and Time Clock Policy Acknowledgement

Attendance Policy

George's Farm Products Attendance Policy provides for the equal and fair treatment of all employees by handling employee absences and tardiness to promote regular attendance and minimize unscheduled absences. Punctuality is essential for the safe and efficient operations at George's Farm Products. All employees are expected to arrive to work on time for their assigned shifts and to clock in and clock out according to the Time Clock Policy.

This policy does not apply to absences covered by The Family and Medical Leave Act (FMLA) or leaving provided as a reasonable accommodation under the Americans with Disabilities Act (ADA).

Absences

All absences from assigned shifts will be defined and documented as one of the following:

- Planned Absences
- Sick Absences
- Unplanned Absences
- No Call, No Show

Planned Absences

A Planned Absence is defined as any instance in which an employee has been approved to arrive to work late, leave work early, or not be present for an assigned shift. To qualify as a Planned Absence, the following two conditions must be met:

- (1) Absence must be previously submitted to the supervisor in writing - AND -
- (2) Absence must provide a minimum of 48 hours prior notice.

Sick Absences

Per George's Farm Products Food Safety Policy, employees may not attend work if exhibiting signs of illness, which may include fever, vomiting, diarrhea, or jaundice within the prior 24 hours. For prolonged absences due to illnesses lasting more than three days, George's Farm Products may request documentation.

George's Farm Products Sick Time policy information is available on the Employee Information section on the George's Farm Products website. Employees should indicate if they want to use sick time pay at the time of absence. Sick time pay cannot be issued after the pay period in which the absence occurred has passed.

Unplanned Absences

An Unplanned Absence is defined as an unexpected emergency that prevents the employee from working their full assigned shift for the day.

As soon as a situation arises that may result in an unplanned absence, employees should send a text message to the office line (315-501-6238) to communicate their absence.

Upon three unplanned absences, the employee will be required to have a phone conversation with their supervisor to discuss plans to return to work.

Repeated unplanned absences may result in termination of employment.

No Call, No Show

A No Call, No Show violation is defined as an absence in which there was no communication from that employee to George's Farm Products regarding that employee's absence for an assigned shift.

Upon a third No Call, No Show absence, the employee may be subject to termination.

Lateness

All latenesses will be defined and documented as one of the following:

- Excused Lateness
- Unexcused Lateness

Excused Lateness

A Planned Lateness is defined as any instance in which an employee has been approved to arrive to work late. To qualify as a Planned Lateness, the following two conditions must be met:

- (1) Lateness must be previously submitted to the supervisor in writing - AND -
- (2) Lateness must provide a minimum of 48 hours prior notice.

Excused Lateness is the equivalent of an Approved Absence

Unexcused Lateness

An unexcused lateness is defined as any instance in which an employee has not been approved to arrive late and EITHER:

- (1) Arrives at the job site late and clocks in late for their assigned shift - OR -
- (2) Arrives on site at the assigned time but is not at their work station to begin working at production time.

George's Farm Products policy for Unexcused Lateness per calendar year is as follows:

- (1) First violation: Verbal warning
- (2) Second violation: Written warning
- (3) Third violation: Written warning
- (4) Fourth violation: Termination

Egregious disregard for promptness and attendance may result in immediate termination.

Time Clock Policy

George's Farm Products time clock policy is as follows:

- Employees should arrive at work at the shift time assigned and clock in at that time.
- Employees may not clock in before the assigned shift time unless otherwise approved by the supervisor.
- Production Associates must clock out when leaving the production room.
- Production Associates must clock out for breaks and lunch.
- Production Associates must clock in when re-entering the production room.
- Production Associates should clock out for the day when shift and duties are complete.

Employees should immediately contact their supervisor with any questions about their assigned shift times or with any concerns regarding clock-in/clock-out times or policies. Repeated violations of these policies may be deemed time theft and result in disciplinary action up to and including termination.

Please sign below to indicate that you have read and understand the policies described above. Adherence to these policies is a necessary requirement for employment with George's Farm Products, Inc.

NAME: _____

SIGNATURE: _____

DATE: _____