

Attendance, Punctuality and Dependability

Scope

Our business success requires that each employee be on the job regularly as scheduled. Unscheduled time lost from work, regardless of the reason, reduces an employee's effectiveness on the job, diminishes the Company's ability to meet productivity requirements, and places an unfair burden on co-workers.

The Company believes that good attendance should be substantially weighted performance criteria for all employees. Good attendance and punctuality are always basic requirements when considering employees for performance increases, training opportunities and promotions.

Under the Paid Time-Off Program you are permitted considerable flexibility in the use of your Paid Time-Off benefits. It is important to remember that you also will be held accountable for excessive absenteeism and ensuring that your Paid Time-Off is properly managed. Tardiness and/or absence guidelines may vary by department.

Attendance Notification Requirement

Whenever an unforeseen event (such as illness) occurs, and you miss time from scheduled work, you are required to provide timely notification to your supervisor in accordance with your work unit's prescribed notification policy.

In the event of an emergency situation where you can not reasonably advise your supervisor within the required time, you are expected to contact your supervisor as soon as possible.

It is the responsibility of each supervisor to provide appropriate, current notification instructions, (telephone numbers, back-up contacts, etc.) to all employees under their direction. If you are uncertain of the requirements, or your work unit's notification policy, check with your supervisor.

Absences Documentation

If you are an hourly employee, and unable to work because of illness or injury, you are required to notify your supervisor each day of your continued absence in accordance with the above notification requirements. In instances where you have provided appropriate medical documentation that the absence will be for an extended period, your supervisor will waive the daily notification requirement.

The Company reserves the right at its discretion to require you to submit to an examination by a physician designated by the Company as outlined in the Medical Process Flow, or to submit other acceptable documentation upon return to work from any unscheduled absence.

Absences Defined

Although an occasional unplanned absence is unavoidable, unscheduled absences are disruptive to our business, regardless of the reasons. An Absence is defined as time missed from work.

The term “unscheduled” excludes all time-off for which you have received appropriate advance approval, funeral leave, jury duty, absences covered by Workers’ Compensation, and time-off covered under the Family Medical Leave Act (FMLA). Also excluded is time lost when a supervisor determines that it is in the best interest of the employee/co-workers to send an employee home due to an illness.

Compensation for Authorized Absences

Full-time employees will receive compensation for authorized absences. Shift personnel will receive 60 hours while all others shall receive 40 hours of base pay regardless of work schedule. Any unused Personal Illness hours will be paid out via normal payroll processing in January of the following year at a straight time rate. (ex., unused 2022 Personal Illness will be paid in January 2023). Personal Illness is not paid out at termination.

For employees hired in the current calendar year, on their employment date they will receive the following pro-rated absence hours:

<u>Employment Date</u>	<u>Shift Employees</u>	<u>All Others</u>
January to March	60 hours	40 hours
April to June	48 hours	32 hours
July to September	36 hours	24 hours
October to December	12 hours	8 hours

Illnesses Defined

Personal Illness: Time missed from work due to the employee being ill, employee visiting the doctor or dentist during normal working hours.

Family Illness: Family illness includes your immediate family members (typically spouse and children). Family illness is intended to make necessary arrangements for family care and not for long periods of time. Each situation will be handled on an individual basis. If you are absent from work because of family illness, you are expected to notify your STL or supervisor as soon as possible prior to the beginning of your scheduled work.

Paternity Leave:

Employees are granted 4 weeks of paternity/bonding leave. Employees may take this time to care for a new child. This includes the employee’s new children by birth or by adoption. Employees should record these hours as Paternity leave in Time Clock Plus or Time off tool. In addition to paternity leave, an employee may, with his or her supervisor's approval, use any available vacation or personal time for additional approved time off as necessary. Refer to the Leave of Absence portal for additional information.

https://myheritagegroup.com/uploads/files/LOA/Parental_Family_Leave/Bonding_Leave_FAQs.pdf?v=1673533000500

Inclement Weather

Employees are expected to report to work during inclement weather conditions if the Company does not declare an emergency closing. Non-exempt employees who are unable to report to work because of weather conditions will be granted authorized unpaid absence. Non-exempt employees who are late

because of weather conditions will be given a chance to make up their missed time if work schedules and conditions permit. It is the employee's responsibility to notify their supervisor if unable to report to work.

The Company will not terminate or otherwise discipline any employee who leaves or does not report to work to participate in a general public evacuation ordered under an emergency evacuation order.

Addressing Excessive Absenteeism

Attendance is a continuing consideration in an employee's performance and is evaluated on an overall basis. Notwithstanding any other provisions of this policy and the Hourly Attendance Policy (Houston), should it be determined that the number of absence and/or tardiness occurrences have become excessive in the judgment of the Company, appropriate disciplinary action, up to and including dismissal will be taken.

Returning from Absence

Employees returning from an absence must report to their supervisor, give an explanation for the absence, and if the absence is due to sickness or injury the employee must certify that they are fit to return to work. In certain cases Management might require a medical examination by the company doctor before a return to work is authorized. Refer to Medical Process Flow.

Progressive Disciplinary Process

Monument has established a progressive disciplinary approach for addressing instances of excessive absenteeism which will be utilized in correcting absenteeism problems. When appropriate, the supervisor should counsel the employee on the importance of good attendance and warn that excessive absences, regardless of cause, will lead to discipline, up to and including termination.

Failure to Provide Notification

Any failure to properly follow the supervisor notification and approval procedures is considered to be a serious infraction of Company policy. One occurrence will result in a written warning, and a second will result in termination.

Failure to Report to Work

Any employee who fails to report for work for three consecutive scheduled workdays without notification will be assumed to have voluntarily terminated employment.