

Document Number:	HR002
Document Name:	Hourly non-exempt Attendance and Occurrence (Points) Policy
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1.0 Policy Owner

Human Resources is responsible for the overall administration and interpretation of this policy. The President of Metro Plastics will make the final approval on any exceptions to this policy.

2.0 Purpose

Good attendance is necessary to meet our commitment to providing quality products and service to our customers. As a condition of employment, Metro expects our employees to report to work every day they are scheduled. Regular and reliable attendance is an essential function for every position. Therefore, Metro has established a reasonable and necessary policy.

Note: This policy does not apply to absences covered by other types of leave, such as, but not limited to, Family Medical Leave Act (FMLA), Short-term Disability (STD) or leave provided as a reasonable accommodation under the Americans with Disabilities Act (ADA). Contact Human Resources as soon as you become aware of the need for one of these qualified Leaves of Absences.

3.0 Scope

This policy applies to all Metro Plastics Technologies hourly employees.

4.0 Definitions

Absence

“**Absence**” is defined as the failure of an employee to report for work when he or she is scheduled to work. There are (2) types of absences, which are defined below.

Excused Absences

- An absence will be marked as **excused** if the employee notifies their supervisor/manager at least (24) hours prior to the absence AND the supervisor/manager has approved the request.

Unexcused Absences

- Any unscheduled time off, including late arrival/early dismissal, will be marked as **unexcused**.

Tardy

“**Tardy**” is defined as clocking-in (7) minutes after the scheduled start time or after the end of break periods without prior management approval. A **tardy** becomes an **absence** if an employee arrives late by more than ½ their scheduled shift.

Leave Early

“**Leave Early**” is defined as leaving (15) minutes before the end of the scheduled shift without prior management approval.

Make-up/Flex Time

“**Make-up/flex time**” is available to all hourly employees, with prior supervisor/manager approval, allowing employees an opportunity to make up time lost due to an excused absence and/or late arrival/leave early that was properly communicated. Make-up/flex time must be worked within the same week as the lost time, is not guaranteed and will be approved based upon business needs. If the entire lost time cannot be made up during the week, the employee may be required to use PTO to cover the remaining missed time.

No Call/No Show

“**No Call/No Show**” is defined as an employee’s failure to communicate their absence to Metro. If the employee does not show or call for (2) or more consecutive days, it will be considered job abandonment and an involuntary resignation without notice.

Shift Trade

“**Shift Trade**” Trading of a shift may be permitted between two employees within the same job title and job assignment when approved in advance by the supervisor. A shift trade request form must be filled out and signed by the supervisor. No employee shall carry out a shift trade without first obtaining written authorization. Shift trades are to be completed within the same pay period.

Occurrence Type	Occurrence Value
Absent, Unexcused	1 Attendance Occurrence
Tardy	0.25 Attendance Occurrence
Leave Early	0.25 Attendance Occurrence
No Call / No Show	1 Attendance Occurrence

5.0 Guidelines

Employees are required to clock-in and clock-out for each assigned shift. If an employee experiences a technical problem or forgets to clock-in or clock-out, they must inform their supervisor immediately. Employees who consistently fail to clock-in or clock-out can be subject to corrective action beyond the attendance policy, up to and including termination.

An employee that clocks in (30) or more minutes prior to their scheduled shift will need permission from their supervisor/manager. An employee working more than (30) minutes over their scheduled shift will require permission from their supervisor/manager.

If an employee is unable to report to work at their scheduled start time, they are required to report their absence **prior** to the scheduled start time and **no later** than (30) minutes after shift starts.

If an employee must leave work prior to the end of their scheduled shift due to illness or any other **unscheduled** reason, they must inform their supervisor/manager immediately.

If an employee is absent for (3) or more consecutive days, a doctor's note may be required to return to work.

6.0 Notification Process

Hourly Employees are required to report their absence via the attendance line. Employees must report an absence each day they are absent. This notification does not guarantee the absence will be excused or prevent an occurrence being assessed.

Attendance Line Information

1. Dial (317)776-0860
2. Press #6 to record your absence.
 - a. Leave your name, shift, and supervisor.

Indicate if you will be absent or late. If you will be arriving late, please state your expected arrival time. If you will not be able to make it by the given arrival time, you must call again to update your supervisor/manager.

7.0 Occurrence (Points) Process

Attendance issues will result in progressive steps of corrective action, up to and including termination based on the following occurrence system:

Occurrences During a Rolling 12-month Period	Corrective Action
2 Occurrences	Verbal Warning
3 Occurrences	Written Warning
4 Occurrences	Final Warning
5 or more Occurrences	Termination of Employment

Every hourly employee will have the opportunity to “drop” (1) full point multiple times during a calendar year. If an employee has **no unexcused absences, no late arrivals, AND no early departures** during a consecutive 2-month period, (1) occurrence point will be removed from the employees’ balance and the employee will be at the corresponding corrective action level.

Note: You cannot “bank” perfect attendance points to carry over to the next month and we do not recognize negative balances, therefore, no balance will be less than (0) zero.