

Document Number:	HR004
Document Name:	Perfect Attendance Award
Effective Date:	01/01/2024
Document Status:	Approved

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

Metro Plastics Technologies, LLC (Metro) goal is to recognize and reward employees with perfect attendance.

3.0 Scope

This policy applies to **all** hourly non-exempt employees.

4.0 Eligibility

To be eligible to receive the monthly attendance incentive, the employee must not have any unscheduled absences, unscheduled late arrivals, or unscheduled early departures during the calendar month.

To be eligible to receive the semi-annual attendance incentive, the employee must not have any unscheduled absences, unscheduled late arrivals, or unscheduled early departures during the first (6) months of the calendar year (January 1 – May 31) and/or the last (6) months of the calendar year (June 1 – December 31)

To be eligible to receive the annual attendance incentive, the employee must not have any unscheduled absences, unscheduled late arrivals, or unscheduled early departures during the full calendar year (January 1 – December 31).

*This policy does not disqualify employees from this award with approved absences covered by, but not limited to, Family Medical Leave Act (FMLA) or Short-term Disability (STD).

5.0 Incentive

If perfect attendance is achieved during (1) calendar month, the employee will receive ½ hour of PTO. Note: PTO must be prescheduled in advance and must be used in the year received.

If perfect attendance is achieved during the semi-annual period, the employee will receive an additional (1) hour of PTO. Note: PTO must be prescheduled in advance and must be used in the year received.

If perfect attendance is achieved during the full calendar year, the employee will receive a \$150.00 bonus.

**Cash awards are considered taxable income to the employee. Metro Plastics will “gross up” the bonus to cover taxes so that the employee receives the full of the award. Bonuses will be included on employees’ W2s.