

Attendance Policy, effective 7/1/13

As an IMP Associate, attendance and punctuality are key. Our continued success depends upon Customer Satisfaction and to do so we need you here each and every day. As such, IMP has adopted the following Attendance Policy for Hourly Associates.

All IMP Employees are required to report any absence to their Supervisor within one hour of the start of their shift.

Absences must be reported on a daily basis

Points will be maintained on a rolling calendar year, beginning with the first occurrence

Full Time employees will begin with 12 points upon their date of hire with IMP

Part-Time employees will begin with 6 points upon their date of hire with IMP

Points will be removed from their records as described below:

1/2 Point Late but arrive under 1 hour from the start of the scheduled shift
Leaving work early under 1 hour of the end of scheduled shift

Late over an hour from the start of the scheduled shift

1 Point Leaving work early up to half of the scheduled shift
Failure to report an absence within a timely manner or did not properly report an absence

2 Points Any absence greater than half of the scheduled shift
Any unexcused absence for the entire scheduled shift

4 Points No Call/No Show (NC/NS); two such incidents within a 12 month period will result in termination regardless of point status

NOTE:

When a Full Time Employee is at 6 points they will receive a Verbal Warning for attendance

When a Full Time Employee is at 4 points they will receive a Written Warning for attendance

When a Full Time Employee is at 2 points they will receive a Final Warning for attendance

At 0 points an Employee will be Terminated

When a Part Time Employee is at 4 points they will receive a Written Warning for attendance

When a Part Time Employee is at 2 points they will receive a Final Warning for attendance

At 0 points an Employee will be Terminated

Any employee that is currently on attendance probation and/or under disciplinary attendances procedures (Example: received Verbal Warning, 1st Written Warning, 2nd Written Warning or 3rd Written Warning) if there is another unexcused attendance occurrence it will result in Termination of employment.

For each 3 month period worked without any unexcused absences an Employee may gain up to 2 points back

Example: An employee loses 2 points on 4/25/13 due to a full day absence. The employee returns on 4/26/13 and does not miss any work from 4/26/13 through 7/26/13. At that time the employee would receive the 2 points back.

If an Employee fails to work 3 consecutive months, the oldest points will be returned following one whole calendar year. Example: An employee loses 2 points on 4/25/13 due to a full day absence. The same employee also loses points for a tardy 5/13/13, a full absence 8/7/13, a full absence 11/2/13, and another tardy in February-they failed to work a consecutive 3-month period. On 4/25/14 they will receive their 2 points back, then again in May, August, etc.

If an Employee requires additional time off due to a serious medical condition they may request an IMP Leave of Absence or FMLA from their Supervisor. Please reference FMLA section of the handbook for qualifying events; in order to qualify for FMLA you must be a RFT IMP employee for at least one full calendar year. Your Supervisor or HR will notify you if you qualify for FMLA or have been approved for a leave of absence.

Any two days of consecutive absences (within same work week) will only count as one occurrence = 2 points if a doctor's note is provided. If a doctor's note is not provided you will receive 2 points per absence.

Any absence lasting more than 3 Days will require a return to work certificate from a Physician.

If an Employee is on a work restriction they must provide a doctor's note to their Supervisor or HR to qualify the restriction.

Alternate schedules and/or short notice vacation time may be approved with Supervisor's Discretion, dependent upon work flow, work requirements, job knowledge and work availability. Any alternate schedules (making up time) must be within the same pay period as time missed.

EMPLOYEE NAME:

DATE:

EMPLOYEE SIGNATURE: