



eagle foods

Eagle Family Foods Group LLC and its Subsidiaries

Attendance Policy

Revised 4/2017



Objective

Eagle Family Foods Group LLC and its subsidiaries awards its employees with sufficient vacation, holiday and personal days throughout the year. Vacation and holidays must be scheduled with one's supervisor in advance. Only personal days or paid time off (PTO) hours (where available) may be used in the case of emergency or sudden illness without prior scheduling.

This policy details how absences and tardiness are counted for the purposes of maintaining excellent customer service throughout the business day.

Family and Medical Leave Act

Absences due to illnesses or injuries that qualify under the Family and Medical Leave Act (FMLA) will not be counted against an employee's attendance record. Medical documentation within the guidelines of the FMLA is required in these instances.

Absences and Tardiness

Prescheduled times away from work using accrued vacation, holiday, personal days or PTO (where available) days are not considered occurrences for this policy.

The Company expects all team members to assume responsibility for their attendance and promptness as an integral part of employment. If you are unable to work due to illness, injury or another reason, you are required to call the Attendance Hotline (Waukegan: 877-377-0441; El Paso: 915-320-3455; Seneca: 417-776-1888) AND your direct supervisor as far in advance as possible, but no later than your normal starting time on each day of absence. Please note it is mandatory to call the Attendance Hotline.

An absence occurs when an employee misses more than four hours of work within a normal workday. An absence of multiple days (2 or more) due to the same illness, or injury will be counted as one occurrence (1 point) for this policy. A return to work release from employee doctor will be required for any absence of more than 2 days.

A tardy arrival, early departure or other shift interruption is considered a one-half (1/2) point. Arrival and departure times will be determined by the time recording system in each facility. An employee is considered late if he or she reports to work more than one minute after the scheduled starting time (starting time considers being in full uniform when the shift starts); an early departure is one in which the employee leaves before the scheduled end of his or her shift. If an employee is scheduled to work overtime and either fails to report or reports after the scheduled start time, a point (1/2 point) will be charged as noted above.

Step Discipline

Absences and tardiness or early departure will be counted together but are assigned different levels of severity. Absences are each considered one (1) point; tardiness/early departures are each one-half (1/2) point per an occurrence (see table on page 4).

Occurrences are counted in a rolling twelve-month period (points accumulate for a consecutive 12 months).

Step one

Six occurrences (absences and tardiness combined) in any twelve-month period will be the basis for a coaching discussion between the employee and direct supervisor. The purpose of the coaching session is to make the employee aware that he or she has been absent or tardy frequently enough to draw attention and to be certain that the employee understands this policy and the consequences of violation. The coaching session will be documented in the employee's personnel file.

Step two

Any additional unscheduled absence or tardiness in the same twelve-month period is cause for a verbal warning with documentation in the employee's file. The verbal warning, delivered by the employee's direct supervisor, serves to notify the employee that he or she is in violation of this company policy and that additional occurrences will result in further disciplinary action.

Step three

The next unscheduled absence or tardiness to the above in the same twelve-month period will trigger a written warning putting the employee on formal notice of violation as mentioned above.

Step four

An additional unscheduled absence or tardiness to the above in the same twelve-month period is cause for a final written warning with a one-day suspension (without pay). This is considered the final step in the disciplinary process regarding attendance and punctuality.

Step five (final)

An additional unscheduled absence or tardy to the above steps in the same twelve-month period is cause for termination of employment.

No-Call/No-Show

Not reporting to work and not calling to report the absence is a no-call/no-show and is a serious matter, creating increased administrative burdens and emotional upset. The first instance of a no-call/no-show will result in a final written warning. The second separate offense may result in termination of employment with no additional disciplinary steps. Any no-call/no-show lasting three days is considered job abandonment and will result in immediate termination of employment.

If the employee has already begun the step discipline process for attendance/punctuality when a no-call/no-show occurs, the disciplinary process may be accelerated to the final step.

Management may consider extenuating circumstances when determining discipline for a no-call/no-show (for instance, if the employee is in a serious accident and is hospitalized) and has the right to exercise discretion in such cases.

Procedures

No disciplinary actions will be taken without the direct involvement of the human resource (HR) department as counsel to management. All warnings will be delivered by the direct supervisor, manager, or HR as circumstances require.

Management reserves the right to use its discretion in applying this policy under special or unique circumstances.

Although occurrences will roll off an employee's record after twelve months, habitual offenders (those who have established a pattern of absences, such as consistently having six or more occurrences in any given twelve-month period or routinely calling off on Mondays or Fridays) may trigger step discipline even though twelve-month old infractions have fallen off, if he or she continues to incur occurrences.

Management reserves the right to amend or discontinue this policy at any time without notice.

Step Discipline:

Unscheduled Absences or Tardiness in a Rolling Twelve-Month Period

Guidelines for Assignment of Points

Tardiness:

½ point	Assigned for each incidence of tardiness, early out or more than two missed punches
**Pattern or repeated tardiness may be grounds for additional points/ discipline	

Unscheduled Absences:

1 point	Assigned if the employee calls in before the shift or within the first four (4) hours of the shift
2 points	Assigned if the employee calls in before the end of the shift but fails to call within the first four (4) hours of the shift
4 points	Assigned for each No Call/No Show
**Pattern or repeated absence or early outs may be grounds for additional points/ discipline	

Guidelines for Progressive Discipline

Up to 3 points	Coaching sessions documented in file
3 points	Verbal warning documented in file
4 points	Written warning in file
6 points	Final written warning with one-day suspension
8 points	Termination of employment

**Double points will be given for absences the day before or after an approved vacation or holiday regardless if personal health time is available.

I hereby acknowledge receipt of the Company's Attendance Policy. I understand and agree that it is my responsibility to read and comply with this policy.

Employee's Name in Print

Signature of Employee

Date Signed by Employee