

## BRAND NEW POLICIES!!!

# ABSENCES, TARDINESS, LEAVING EARLY, PTO

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### → NEW EMPLOYEE 90 DAY PROBATIONARY PERIOD

WHEN A NEW EMPLOYEE IS FIRST HIRED AT QRM, THEY GO THROUGH DETAILED, HANDS-ON TRAINING. FOR THIS TO BE EFFECTIVE, YOU (THE NEW EMPLOYEE) MUST BE HERE EVERY DAY AND ON-TIME. IN DOING SO, YOU WILL RECEIVE THE ADEQUATE TRAINING TO BE ABLE TO PERFORM AT OUR COMPANY'S EXPECTATIONS. TO MAKE SURE THIS STAYS ENFORCED, THERE ARE NOT TO BE ANY ABSENTEES, TARDIES, OR LEAVING EARLY IN THE FIRST 90 DAYS OF EMPLOYMENT. FAILURE TO COMPLY WITH THIS PROCEDURE WILL BE GROUNDS FOR CORRECTIVE ACTION.

(TO THE EMPLOYEES THAT ARE CURRENTLY IN THEIR 90 DAY PERIOD, AS OF 02/01/2013 THIS POLICY WILL GO INTO EFFECT AND ABSENCES BEFORE THAT DATE WILL NOT BE CONSIDERED.)

"NO CALL, NO SHOW" IS A FIREABLE OFFENSE THE **FIRST TIME**. THIS APPLIES TO ALL QRM EMPLOYEES, ROOKIES OR VETERANS.

### → PTO (PAID TIME OFF)

- PTO IS A "BANK" OF EARNED HOURS THAT WILL BE USED FOR ANY HOURS/DAYS AN EMPLOYEE IS UNABLE TO WORK THEIR SCHEDULED SHIFT. THIS IS TO INCLUDE: HOLIDAYS, SICK DAYS, VACATION DAYS, DOCTOR'S APPOINTMENTS, PICKING CHILDREN UP, ETC. PTO IS AUTOMATICALLY USED WHEN THESE ABSENCES OCCUR, NO EXCEPTIONS. EMPLOYEES DO NOT GET TO PICK AND CHOOSE WHEN TO USE PTO ON THE DAYS THEY HAVE OFF.

#### SCHEDULED ABSENCES

A SCHEDULED ABSENCE IS WHEN YOU HAVE GIVEN NOTICE IN A TIMELY MANNER, IN REGARDS OF TAKING TIME FROM WORK. TIMELY MANNER IS A 30 DAY NOTICE ON LEAVE TIME THAT IS THREE OR MORE DAYS LONG. IF THE LEAVE TIME IS LESS THAN 3 DAYS, PLEASE GIVE AT LEAST A TWO WEEK NOTICE. NOT EVERY SCHEDULED ABSENCE REQUESTED WILL BE APPROVED. ONCE THE PTO REQUEST FORM HAS BEEN FILLED OUT AND TURNED IN, THEN IT WILL BE REVIEWED. THE DECIDING FACTORS ON GIVING SCHEDULED TIME OFF ARE WORK FLOW AND SCHEDULE CONVERAGE. THOSE ARE THE **ONLY** REASONS TO DECIDE THAT. IT WILL NEVER BE A FAVORISM OR PERSONAL DECISION, ONLY A BUSINESS DECISION. ALSO, WHEN THERE ARE EXCESSIVE SCHEDULED TIME OFF REQUEST, THEN QRM HAS THE AUTHORITY TO HANDLE THAT AS THEY FEEL IS NECESSARY.

**UNSCHEDULED ABSENCES** ARE WHEN THERE IS NOT PRIOR NOTICE GIVEN, SUCH AS CALLING OUT THE MORNING **OF** YOUR SHIFT; IT WILL BE CONSIDERED AN UNSCHEDULED ABSENCE. REGARDLESS, IF YOU HAVE AN EXCUSE NOTE LATER OR NOT AT ALL, IT IS STILL UNSCHEDULED. BEING LATE AND LEAVING EARLY IS ALSO CONSIDERED UNSCHEDULED, EVEN IF IT IS ONE MINUTE LATE OR ONE MINUTE EARLY.

## **POLICY ON UNSCHEDULED ABSENCES/TARDIES, LEAVING EARLY:**

THIS POLICY IS STRUCTURED AROUND WHAT IS CALLED A “ROLLING 4 MONTH PERIOD”. THERE ARE TWO WAYS TO VIOLATE THIS POLICY.

IF YOU HAVE 4 UNSCHEDULED ABSENCES IN ANY FOUR MONTH WINDOW, YOU WILL BE SUBJECTED TO CORRECTIVE ACTION.

IF YOU HAVE 5 OCCURANCES OF BEING LATE OR LEAVING EARLY WITHIN ANY FOUR MONTH WINDOW, YOU WILL BE SUBJECTED TO CORRECTIVE ACTION.

**VIOLATING EITHER ONE OF THESE POLICIES ARE GROUNDS FOR CORRECTIVE ACTION.**

**QUESTION: WHAT DOES “ROLLING 4 MONTHS PERIOD” MEAN?**

**ANSWER: THROUGHOUT THE ENTIRE YEAR, THERE WILL CONSTANTLY BE A FOUR (4) MONTH WINDOW IN WHICH THE EMPLOYEE’S ABSENTEES, TARDIES AND LEAVING EARLY WILL BE RECORDED. THE EMPLOYEE WILL BE ALLOWED THREE (3) UNSCHEDULED AND/OR FIVE (5) TARDYS AND EARLY DAYS. THE FIRST FOUR MONTHS OF THE YEAR (JAN.-APR.) ARE CONSIDERED THE “BASE MONTHS”-THAT IS YOUR FIRST FOUR MONTH PERIOD. THE “BASE MONTHS” ARE THE ONLY EXCEPTION TO THE ROLLING 4 MONTH PERIOD.**

**AFTER APRIL, STARTING IN MAY, THE “ROLLING” BEGINS TO HAPPEN.**

**FROM THE FIFTH ON TO THE LAST MONTH, THE WAY IN WHICH YOU COUNT YOUR FOUR MONTHS WILL BE COMPLETELY DIFFERENT THAN JAN.-APR.**

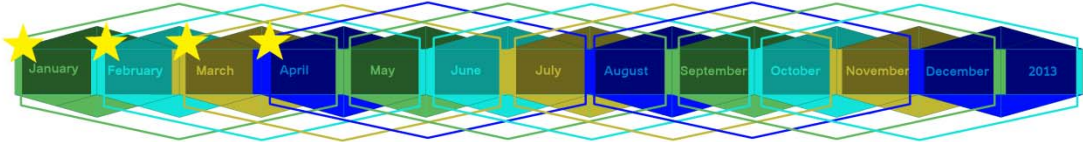
**YOU CALCULATE THE FOUR MONTHS BY TAKING THE CURRENT MONTH (THE “ROLLING” STARTING IN MAY) AND COUNTING BACK THREE MORE MONTHS.**

**EXAMPLE: IF IT IS MAY, THEN YOUR FOUR MONTH WINDOW WOULD BE FROM MAY ALL THE WAY BACK TO FEBRUARY. IN JUNE, THE FOUR MONTH WINDOW**

IS FROM JUNE BACK TO MARCH. IN DECEMBER, THE WINDOW GOES BACK TO SEPTEMBER.

IF YOU DO NOT PAY ATTENTION TO YOUR ATTENDANCE AND PUNCTUALITY, IT WILL SNEAK UP ON YOU. FOR INSTANCE, IF YOU HAVE 3 UNSCHEDULED ABSENCES IN FEBRUARY, THEN YOU MUST REMEMBER TO NOT HAVE ANOTHER ONE UNTIL JUNE. IF THE CURRENT MONTH IS MARCH AND YOU HAVE A TOTAL OF FOUR TARDYS OR EARLY DAYS, THEN YOU ONLY HAVE ONE MORE TO SPARE UNTIL AUGUST OR THERE WILL BE CORRECTIVE ACTION TAKEN. BY THAT SIXTH TIME, IT WILL BE TOO LATE.

NEXT IS A VISUAL AID TO BETTER HELP YOU PICTURE THE ROLLING FOUR MONTHS.



- Effective February 1, 2013
- An employee's absences as well as late arrivals and early departures will be added over a four month period, as two separate tallies.
- The first four months, marked with stars, simply add up together until the month of April ends.
- Starting May 1st employees will include the current month and the previous three months of missed time but excluding January.

An example of this is to the left. If it is currently the month of September, then an employee's missed time is accounted for by adding September, August, July and June. This four month period "rolls" forward every month.

- If an employee has four months with no missed time in a row, then there is effectively a clean slate.
- The rolling four month cycle will continue for the entire year and reset on January 1 of the following year.

THIS MESSAGE GOES OUT MONDAY, JANUARY 28, 2013 AND WILL TAKE FULL EFFECT FRIDAY, FEBRUARY 1, 2013. ANY UNSCHEDULED ABSENCES, LEVING EARLY, OR TARDYS THAT HAVE HAPPENED BEFORE THAT DATE, WILL BE WAIVED.

PLEASE PRINT, SIGN AND DATE TO AUTHORIZE THAT  
YOU HAVE READ THESE TERMS.

EMPLOYEE

PRINT: \_\_\_\_\_

EMPLOYEE

SIGNATURE: \_\_\_\_\_

DATE OF FORM READ: \_\_\_\_\_