

## **LFC Attendance & Punctuality Policy Employee Acknowledgement**

Regular and dependable attendance is an essential part of every employee's position at Leatherby's Family Creamery. Employees are expected to report to all scheduled shifts on time and to follow our company's established call-out and notification procedures when they are unable to report to work.

LFC uses a point-based attendance system to promote consistent and fair application of its attendance expectations.

### **Attendance & Punctuality Breakdown**

| <b>Occurrence</b>                                                 | <b>Points</b>                                 |
|-------------------------------------------------------------------|-----------------------------------------------|
| Unprotected call-out with <b>less than 4 hours notice</b>         | <b>3</b>                                      |
| Unprotected call-out with <b>4+ hours notice</b>                  | <b>2</b>                                      |
| Late with <b>no notification to the store</b>                     | <b>1</b>                                      |
| Proper use of available California paid sick leave                | <b>0</b>                                      |
| Other legally protected absence (disability, workers comp., etc.) | <b>0</b>                                      |
| No-call/no-show                                                   | *outside points system                        |
| <b>8 active points</b>                                            | <b>1-week disciplinary suspension</b>         |
| <b>12 active points</b>                                           | <b>Termination</b>                            |
| Point expiration                                                  | <b>Each occurrence expires after 6 months</b> |

**No-call/no-show** is not part of the point system. An employee who fails to report for a scheduled shift and fails to provide any notification to the store manager on shift or the General Manager will be considered a **No-call/No-show**. A **No-call/No-show** may be considered job abandonment and a voluntary resignation from employment, effective as of the missed scheduled shift, unless circumstances exist that prevent the employee from providing notice or the absence or failure to provide notice is otherwise protected by applicable federal, state, or local law.

### **Required Call-Out Procedure**

Employees who are unable to report for a scheduled shift are required to complete both of the following notification steps:

1. Call the store and notify the Manager on shift.
2. Text the General Manager.

Notifying a coworker, another employee, or another manager who is not currently on duty does not satisfy this requirement. Unless an emergency makes compliance impracticable, employees are responsible for completing both notifications. Employees who know they will be unable to work a scheduled shift are expected to provide at least four (4) hours notice whenever reasonably possible. When an employee is requesting protected California paid sick leave for an unforeseeable illness or other qualifying reason, or when another applicable law provides otherwise, the employee must provide notice as soon as practicable under the circumstances.

### **Shift Coverage**

Employees are encouraged to seek appropriate coverage when they know they will be unable to work a scheduled shift. When an employee finds another qualified employee who is eligible to perform the scheduled position and the shift coverage is approved on Hot Schedules by management, the covered shift will receive zero (0) points. The employee originally scheduled for the shift remains responsible for the shift until the coverage has been approved on Hot Schedules by management. Releasing a shift, verbally giving away a shift or text exchanging a shift does not constitute approved coverage.

### **Disciplinary Threshold**

Attendance points remain active for a rolling six (6) month period from the date of each occurrence. Each occurrence will expire six (6) months after the date on which it occurred.

- **8 Active Points - One (1) Week Disciplinary Suspension**
- **12 Active Points - Termination**

Serving a disciplinary suspension does not reset an employee's active point total. Points continue to remain active until each individual occurrence reaches its six-month expiration date. Before a suspension or termination is imposed under the policy, the General Manager will review the employee's active attendance occurrences to determine whether any occurrence should be excluded because it constitutes protected paid sick leave or another absence protected by applicable law.

### **Protected Sick Leave and Other Protected Absences**

Employees may submit for paid sick leave on Toast Payroll to be approved by management if they believe an absence may qualify for legally protected leave. LFC will not assess attendance points for the proper use of available California paid sick leave or for an absence, tardiness, or leave that is otherwise protected by applicable federal, state, or local law. However, legally protected leave still requires appropriate notice from the employee as stated above. Reasonable accommodations will be made available for a disability, or associational disability, with proper notice and with proper medical documentation. Nothing in this policy is intended to interfere with, discourage, restrain, or retaliate against an employee for exercising any right provided by applicable law.

### **Employee Responsibility**

Employees are responsible for knowing their scheduled work times, reporting to work on time and being prepared to work by following Leatherby's Family Creamery's Company Handbook and Policies/Procedures. When unable to report for a scheduled shift, employees are responsible for calling the store and notifying the Manager on shift as well as texting the General Manager. Employees are expected to provide as much advance notice as reasonably possible and, when appropriate, may attempt to find qualified coverage for their scheduled shift. Employees are not responsible for determining whether an absence legally qualifies as protected leave. Management will make that determination based on applicable law and the circumstance presented.

## Employee Acknowledgement:

By signing below, I acknowledge that:

I have received and reviewed Leatherby's Family Creamery's Attendance & Punctuality Policy.

I understand the attendance point system, including how points are assessed, how long points remain active, and the disciplinary consequences associated with accumulating attendance points.

I understand when I call out, I am required to call the store and notify the Manager on shift and text the General Manager, except when an emergency, legally protected circumstance, or other circumstance recognized by applicable law prevents or modifies these requirements.

I understand that offering, releasing, verbally or texting my shift to another employee does not constitute approved coverage and I remain responsible for my scheduled shift until appropriate coverage has been confirmed and approved on Hot Schedules by management.

I understand that properly used California paid sick leave and other legally protected absences will not be assessed attendance points as required by applicable law.

I understand that reaching eight (8) active points will subject me to a one-week disciplinary suspension and reaching twelve (12) active points will subject me to termination.

I understand that a No-call/No-show may result in immediate termination of employment, subject to applicable law.

I understand that by signing this acknowledgement confirms my receipt and understanding of this policy, This acknowledgement does not create an employment contract, altar the at-will employment relationship, or waive any right available to me under federal, state, or local law.

I understand that I may ask management questions regarding this policy before signing this acknowledgement or at any time during my employment.

Employee Name (Print): \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Manager/Witness: \_\_\_\_\_

Date: \_\_\_\_\_