

FRANTZ MANUFACTURING

STERLING STEEL BALL DIVISION

BEARING DIVISION Revision date 11/11/2008

ABSENTEE POLICY

Every person hired to work at Frantz Manufacturing is essential to the operation of our company. It follows that absences of anyone from their job is harmful to efficient company operations. While we recognize that from time to time everyone has a good and compelling reason to be late for or absent from work, it is necessary to deal with situations of excessive tardiness and / or absenteeism. The following Absentee Program will be used. This policy was developed by a committee of your fellow employees. This committee will remain active to evaluate the effectiveness of the policy and modify it if needed.

This program is based on a 12 point system that will run continuously from month to month. This policy will apply to all hourly employees. Definition of the points is as follows:

- A. Tardy/Out Early – ½ point (Definition of tardy is – Not in his/her work area at start of shift.)
 - 1. Late
 - 2. Leaving before end of shift (including scheduled overtime) with supervisor's acknowledgement.
 - 3. Leaving for part of shift and returning to work.

- B. Single occurrence (1-day) on any scheduled workday including Saturday & Sunday-1 point. (Saturday and Sunday are considered scheduled workdays if scheduled on Wednesday or an employee has volunteered after Wednesday.)

No point will be assessed to an employee if he or she has been out for a multiple consecutive day absence and tries to return to work and he or she finds they cannot work the entire shift. Absence for accident or illness in excess of three days requires a Doctors slip to authorize sick pay, as well as release the employee for work.

Only 1 point will be assessed to an employee who leaves before the end of the shift and is out sick the following day.

- C. Personal absence (personal business)
 - 1. First day – 1 point

2. Each consecutive day – ½ point per day
Personal absence must be a planned absence when possible.

D. No-call in

1. First occurrence – FORMAL WRITTEN WARNING + 3 points.
2. Second occurrence within a two-year period – AUTOMATIC TERMINATION.
3. Call within one hour of start time begins – 1 point for absence.
4. Call after one hour will be considered a no-call.
5. If the 3 points for a no-call takes an employee to the next warning level, no additional warning will be issued.

Employees should call prior to start of shift and request to speak to their supervisor, if his/her supervisor is not available, they should then request to speak to another supervisor.

No points will be assessed against an employee for the following policies as defined below.

- A. Bereavement
- B. Jury Duty
- C. Military Duty
- D. Vacation
- E. Worker's Compensation
- F. General Emergency – weather, power failures
- G. Company paid programs – seminars.
- H. No-work available
- I. Holiday
- J. Family Medical Leave Act (FMLA)
- K. American Disabilities Act
- L. Illinois Victims Economic Security and Safety Act

After an employee has a chargeable absence, his/her points can be reduced as follows.

1. Each 60 consecutive calendar days without a chargeable absence will result in 1 point reduction. The point to be dropped will be the oldest point. Should the oldest point ½ point, the next oldest point will then be reduced by ½ point. The 60 consecutive calendar day calculation considers FMLA, Worker's Compensation, and sick days as time not absent.
2. This is a rolling twelve-month program. As a point is dropped, the employee's record starts with the next point. If 12 months have passed without a person's points being reduced to zero, then the oldest point will be dropped as the date is passed. A record is not started until a point has been assessed. If there are no points, there is no record.

Disciplinary action will be assessed as follows:

1. 6 points – FORMAL WRITTEN WARNING.

2. 9 points – FORMAL WRITTEN WARNING.
3. 12 points – AUTOMATIC TERMINATION.

Formal warnings will stay in effect for one full year from the date of issue. Another warning will not be assessed against an employee if his/her points come under and then back over the point that the warning was given until that warning has been removed. If an employee is still at or above the point level of a formal warning at the time the original warning is removed, he/she will then receive another warning.

SUMMARY

- Tardy/out early ½ point
- Sickness/Accident 1 point
- Personal 1 point plus ½ point each additional day.
- No Call 1st Occurrence, Formal Written Warning plus 3 points (occurrence and points cleared after 2 years from occurrence)
- 2nd Occurrence within two year period, Automatic Termination.

Revision 11/11/2008- allows a “no call” occurrence and points to drop after two years from occurrence.