

## DKP (Point System)



Effective January 1<sup>st</sup> 2019 until further notice our company WorldCraft Logistics will be implementing a point system created by management called the DKP system. This system was created to ensure compliance with the company's attendance policy and because of the abuse of the company's leniency when it comes to requesting personal time off. Employees must follow specific guidelines to receive time off as listed below and will be eligible to earn time off on a monthly basis. Employees can also lose DKP for behavioral issues.

Employees will be granted time off as requested if they have DKP points or vacation days, granted that the request was submitted 3 business days before the day they are requesting. If an Employee is requesting time off and has vacation available, they must use a paid day or DKP or they WILL be denied. Employees can decide what order to use their days as long as they are using one or the other.

Employees may choose to use a sick day if they do not have DKP or vacation days available for time-off requests however the Employee must keep in mind they are only allowed 3 sick days per a year and will not be excused for any additional sick days without a doctor's note and will also NOT be eligible receive DKP for the month they use a sick day (NO EXCEPTIONS).

Employees who have no sick or vacation days must use DKP to request time-off from work. The time off is earned thru the DKP system. Full-time Employees will earn 1 point per month granted they have not missed any working days in that month. Employees who are part-time will be eligible to 0.5 point a month granted they have not missed any working days.

Employees must remember that requesting a personal day off in any month that they do not have time available to them will count against them and will result in negative points. Employees will also lose DKP for arriving to work late. Employees who have excessive absences and tardiness will receive negative DKP points which may lead to further consequences. Employees should use good judgment when requesting time off from the employer and be considerate of the company's attendance policy.

Employees may be denied any time off request if there are multiple requests submitted and the company has reached the allowed number of Employees to have time off for that day, so it is very important to submit your request as soon as possible. Requests will be granted on a first-come first-serve basis.

Employees should remember that -11 DKP's for any reason is grounds for termination and that attendance and behavior will be monitored together. Receiving write ups will prevent Employees from earning DKP which will hinder the amount of time off that Employee has.

## Personal Time off Approval

- Employees who have DKP points will be approved if their request is submitted 3 business days before the day, they are requesting off at the discretion of the company due to company needs. Employees with no DKP may still take a day off but will go into the negative. 1 day = -0.5 DKP

## Vacation Time off Approval

- Employees who do not have eligible DKP points but have vacation time must use a vacation day in order to take time off from work

## Sick Time off Approval

- Employees may request to use a sick day if they do not have DKP time or vacation available but must keep in mind the sick day rule (Also using a sick day equals no DKP for that month)

## How DKP is Earned

- Full time Employees- 1 month of work without a day off = 1 DKP
- Part time Employees- 1 month of work without a day off = 0.5 DKP
- Full time Employees- 12 months of work without a day off = 12 DKP
- Part time Employees- 12 months of work without a day off = 6 DKP

## Things that won't cause you to lose DKP and you will still get your monthly point

- Vacation with notice and approval. The month that vacation is used, you will still earn 1 DKP. (Notice for vacation day must be requested 3 business days before the day you are asking off)

## Things that will not cause you to lose DKP but you will not earn DKP

- Using a DKP day that was approved
- Sick day with a doctor's note or sick day used as a substitute to have the day off will not give you negative DKP. A broken car will not give you negative DKP if proof is provided within 48 hours after the employee returns to work for the 1<sup>st</sup> incident only, multiple incidents will be negative DKP.
- Multiple days off of work for being ill with a doctor's note will not make you lose DKP everyday must be accounted for
- Tending to a sick child granted the child has a doctor's note will not give you negative DKP
- Funeral of a loved one with proof provided will not cause negative DKP as long as employee is not taking off excessive days for funerals. Funerals of immediate family will be covered by bereavement.
- Parents cannot lose DKP for taking time off for school related activities with their child. Parents are allowed 40 hrs. per calendar year which will be unpaid to attend school related events this will include kids' graduation or any appointments relevant to your child's education.

#### Things that cause lost in DKP for attendance

- Sick day without notice = -0.5 DKP and no DKP for that month
- No call no show = -5 DKP and no DKP for that month (This will also warrant a write up which is equal to -1 DKP)
- Personal day without time to use = -0.5000000000 DKP and no DKP for that month

#### Things to cause loss in DKP for behavior or violating company policy

- Causing financial lost to the company = -1 DKP per every \$100 lost with a maximum of -10 DKP and no DKP for that month (-11 DKP is grounds for termination)
- Any write up (not verbal) = -1 DKP minimum loss with additional negative DKP depending on the issue and no DKP for that month
- Error in work caused by two people no matter who is at fault (-1 DKP for the write up per every person involved plus -1 DKP for every 100 dollars loss for every Employee involved).
- Maximum DKP lost per incident is -10 DKP (-11 DKP is grounds for termination)

Managers will adhere to the same policy as employees once a Manager reaches -16 DKP they will be subject to termination.

Disclaimer: Once an employee receives negative DKP they are automatically on probation.

\*\*\* DKP system was created to reward Employees and Management for good attendance and will be bought out by the company at the year's end becoming a payout to Employees that have earned points. Employees and Manager's DKP will reset every year unless an Employee or Manager is in the negative, they will need to continue to earn DKP in order to receive positive points. \*\*\*