MaKo Mechanical Inc.

Absenteeism Policy

Absence is the failure to report to work and to remain at work as scheduled. It includes late arrivals and early departures, as well as absence for an entire day. Your regular and punctual attendance is essential for efficient operations. You should be at the shop ready to go to work at 7:00 am. If you know in advance that you are going to be absent or unavoidably late, telephone your boss as soon as possible. Failure to request advance approval or to report your absence as described above will result in the absence being recorded as unexcused.

An Employee who fails to call in for three successive days to report such an absence may be considered to have voluntarily terminated employment with MaKo Mechanical Inc.

Employees with above average absenteeism may be required to document the reasons, including providing a doctors certificate. Upon returning to work from an unexcused absence, the employee must report to his/her boss and disclose the reason for the absence. If the boss accepts the reason as valid, no discipline will be imposed. If the reason is no acceptable, the employee may be disciplined in accordance with the following schedule:

First unexcused absence – oral warning given

Second unexcused absence – written warning in file

Third unexcused absence – 3 day suspension without pay and return only with doctor’s excuse.

Fourth unexcused absence – 10 day suspension without pay and return only with doctor’s excuse.

Fifth unexcused absence – Discharge

Company management may make exceptions to this schedule, depending on the circumstances of the case.

I, , have read and reviewed the above Company Absenteeism policy and agree to follow them as requested.

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Employee Signature

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Employer Signature