

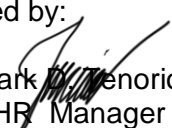
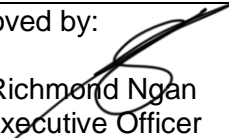
MITSUKOSHI MOTORS PHILIPPINES, INC.		
POLICY AND PROCEDURE		
POLICY TITLE :	<b>ABSENCES, TARDINESS, UNDERTIME</b>	Ref. No.
DEPARTMENT :	HUMAN RESOURCES DEPARTMENT	HRDT-16-01-020
TO :	ALL BRANCH EMPLOYEES	JANUARY 05, 2016

**OBJECTIVE:**

1. To provide guidelines on how to properly inform and endorse accountabilities in case of absences, tardiness, under time.
2. To ensure that branch operations will not be hampered and proper endorsement of employees will be facilitated.

**POLICY:**

1. Definitions:
  - 1.1. Absence-Not reporting for work due to a valid reason
    - 1.1.1. Authorized Absences are informed and approved absence by the Branch Manager.
    - 1.1.2. Unauthorized Absence may include uninformed absences or absences that are informed but without approval or valid cause for being absent.
  - 1.2. Tardiness - Failure to report for work at the start of the prescribed work schedule.
  - 1.3. Undertime-an employee has to leave from work during official working hours due to emergency cases with approval of his/her Branch Manager.
  - 1.4. Half Day- reporting from work consuming half day of the official working day.
2. First Two(2) Hour Rule
  - 2.1 All employees are required to inform his/her Branch Manager within the First Two (2) official working hours if he/she will be absent, half day, or late due to a valid reason.
  - 2.2 All information on absences must be duly approved by the Branch Manager.
    - 2.2.1 Informed absences will not be considered authorized absence without any approval of Branch Manager.
  - 2.3 SMS/Text Message is allowed but it doesn't limit Branch Manager to call the employee in some valid incident.
- 3 No approved leave form shall mean unauthorized absence.
  - 3.1 Employee must secure leave form upon return to work.
  - 3.2 In case of half day/undertime, employee must have duly approved leave form prior leaving the branch.

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## PROCEDURES:

1. Employee
  - 1.1. Inform Branch Manager in case of absence, tardiness within the first Two (2) working hours.
    - 1.1.1. State the reason for being late or absent
    - 1.1.2. Secure approval from the Branch Manager
    - 1.1.3. Inform the Branch Managers on expected accountable transactions for the day.
  - 1.2. Absence
    - 1.2.1. Secure leave form and ensure approval from Branch Manager immediately upon return to work.
    - 1.2.2. Submit Leave form to HR Timekeeping for records purposes.
  - 1.3. Tardiness
    - 1.3.1. Indicate actual time of arrival to the Daily Time Record Logbook.
    - 1.3.2. Ensure that Branch Manager is duly informed and with a valid reason.
  - 1.4. Undertime/Half Day
    - 1.4.1. Fill out leave form indicating the reason for undertime
      - 1.4.1.1. Ensure that leave form will be duly approved by Branch Manager
    - 1.4.2. Endorse accountability to the Branch Manager or to the authorized person that the Branch Manager will assign prior leaving the branch.
2. Branch Manager
  - 2.1. Ensure that the employee had proper notice of his/her absence, tardiness.
  - 2.2. Assess reason of the employee for being tardy, absent, or having undertime.
  - 2.3. May conduct visit to the employee to check employee's condition.
  - 2.4. Ensure that employee fills out leave form immediately upon return to work.
  - 2.5. Report uninformed or unofficial absences to HR Timekeeping.

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