

Employee Attendance Policy

1. Attendance policy overview.

Employees at Susquehanna Printing are expected to be present for work, on time, every day. Regular attendance and punctuality are important to keep each team and the company running smoothly. Arriving late, leaving early, or absence from work causes disruptions and burdens colleagues. All employees are expected to work the full duration of their shifts, unless previously scheduled for time off or the shift has been adjusted for the entire team.

2. Scheduling & Time Off Requests

Every attempt will be made to follow a consistent schedule rotation. Employees should expect occasional variations in their schedule rotation due to the changing needs of the business.

Scheduling:

- Full-time employees will be scheduled a minimum of eighty (80) hours per pay period.
- Every effort will be made to release schedules two weeks in advance.
- If work is finished before the end of the shift, employees will be offered filler work such as clean up, etc. or to go home. If an employee elects to go home early, the remaining shift hours must be documented by the employee in Paycom. The employee may choose to use paid time off or unpaid time off. This is the only instance unpaid time off will be allowed when the employee still has paid time off available. The exception will be overtime hours are not required to be documented.
- Except as outlined above, employees may not request unpaid time off until their paid time off benefits have been exhausted, this includes sick, personal and vacation time.
- Employees are able to view their schedules through their Paycom Employee Self-Service.
- Employees are encouraged to plan their time off in advance, when possible. Time off that is requested with a minimum of 12 hours' notice prior to the shift, must be entered in Paycom and will not assess points.

Time Off Requests:

Partial Days:

- Employees may take paid time off in increments. If the employee needs two hours for a doctor's appointment, they may request two hours of sick time.
- The requested paid time off combined with the actual number of hours worked that day must equal the total scheduled shift hours. For example: the employee is scheduled for a nine-hour shift. They are on the clock for 7 hours and enter a time off request for the other two hours.

Full Days:

- When requesting a full day off, the total time requested must equal the total hours of the scheduled shift. For example: The employee calls in sick and was scheduled to work a ten-hour shift, the employee must use ten hours of sick time.

For scheduling concerns please contact your supervisor or department manager.

3. Types of Absence & Calculation of Attendance Infractions

We recognize there will be times absences or tardiness cannot be avoided. This is why we have an attendance system that allows you to accumulate some points before any disciplinary action will be taken against you. It is expected that everyone will accumulate some points under this system. It is only when points become excessive, and warnings are issued, that an employee need be concerned about his or her attendance practices.

If an Employee believes that his or her absence should be treated as exempt under this policy (See Section 4 below), the Employee should also report the reason for the absence to Human Resources via phone call or email.

- Employees may report an absence via phone call or text message. Post-Press employees may call the [Supervisor Phone to report an absence: 717-291-8674](tel:717-291-8674)
- Employees must report each day they are absent.
- Scheduled shifts include time an employee has been scheduled in advance to cover a shift vacancy outside of their normal shift schedule
- Employees are given a seven-minute grace period at the start and end of each scheduled shift. Employees are expected to be clocked in and at their machine and ready to work at the scheduled shift start.

When an employee calls off sick and uses their sick benefit, no points will be assessed.

Employees may use their sick time benefit for the following reasons:

- Personal Illness
- Doctor's appointments (for the employee or to accompany a child or spouse)
- To care for a sick child or spouse
- Dental or vision appointments (for the employee or to accompany a child or spouse)

After all sick time has been exhausted, additional continuous days of absence must be reported daily and will be treated as one point.

The following types of absences will accumulate points:

No-Call, No-Show: Occurs when an employee does not call off or report for their scheduled shift. If an employee is a no call-no show for three or more consecutive days without an allowable excuse, their employment will be subject to termination.

Excused Absence: Occurs when an employee reports an absence more than 12 hours before the start of their scheduled shift.

Unexcused Absence: Occurs when an employee reports an absence less than 12 hours before the start of their scheduled shift, but more than 45 minutes before the start of shift. (After their sick benefit is exhausted)

Unexcused Absence/Late Call: Occurs when an employee reports an absence less than 45 minutes prior to the start of their scheduled shift (regardless of whether sick benefit has been exhausted).

Tardy: Occurs when an employee clocks in seven minutes or more past the start of their scheduled shift.

Unauthorized Early departure: Occurs when an employee clocks out before the end of their scheduled shift without approval of their supervisor or manager.

Point Values of Attendance Infractions

No-Call, No-Show	3 points and manager discussion
Excused Absence	0 points
Unexcused Absence	1 point
Unexcused Absence/Late Call	2 points and manager discussion
Tardy	½ point
Unauthorized Early Departure	½ point

Points are automatically calculated through the Paycom platform. It is important employees properly request pre-planned time off through their Paycom Employee Self-Service to avoid attendance infractions.

Attendance infractions reset every 12 months on the 1st of the month in which the infraction originally occurred.

Example: 3 points were incurred on March 15, 2021. The points for that infraction (only) will reset March 1, 2022.

4. Attendance policy exceptions.

Approved absences because of qualifying reasons such as approved bereavement, jury duty, military duty or military-related leave, FMLA-covered absences, absences approved as a result of a disability accommodation or religious accommodation, or any other approved protected leave as described in the Employee Handbook are exempt from these policies. Employees needing time off or schedule modifications as a result of these issues should contact Human Resources as soon as practicable,

including within 48 hours of the absence to the extent practicable and consistent with applicable law. Employees with questions related to whether a reason qualifies for exemption under this attendance policy should consult with Human Resources as well as the Employee Handbook

5. Overview of disciplinary action for attendance infractions.

Attendance issues will result in progressive disciplinary action up to and including termination based on the following point system:

- Each No-Call, No-Show: 3 points and manager discussion.
- 4 points: Verbal warning.
- 5 points: Written warning.
- 6 points: Meeting with manager/supervisor, possible suspension and/or last and final warning.
- 7 points: Employee is subject to termination.

6. Failure to clock-In or clock-out.

Employees must clock-in and clock-out for each shift. If there is any problem recording a clock-in or clock-out, employees should inform a manager or supervisor immediately. Employees who consistently fail to clock-in or clock-out or falsely document time may receive disciplinary action. Employees must not clock in more than 7 minutes prior to the start of the scheduled shift unless requested to start early. Employees must perform no work whatsoever before clocking-in or after clocking-out.

There may be times when extenuating circumstances, such as severe weather, create an exception that is beyond the employees control. Extenuating and unusual circumstances will be given consideration by management and addressed on an individual basis.