

Accutrack Services, LLC			
Policy Name		Policy Number	
Attendance and Breaks		HR35	
Effective Date	7/1/10	Supersedes Policy Dated	N/A

POLICY

Your hours of work and the scheduling of your breaks and meal period will be determined and assigned by your supervisor. Each employee is expected to be present and ready to work when scheduled.

PROCEDURE

1. Attendance: Accutrack Services, LLC (Accutrack) needs you to be ready to work at the beginning of your assigned daily work hours, and to reasonably complete your activities by the end of your assigned work hours. Please let your supervisor know if you will be away from your work station for an extended period of time and when you expect to return.
2. Absence or Lateness: From time to time, it may be necessary for you to be absent from work. Accutrack is aware that emergencies, illnesses, or pressing personal business that cannot be scheduled outside your work hours may arise. Paid Time Off and other time off arrangements have been provided for this purpose.
 - A. If you are unable to report to work, or if you will arrive late, please contact your supervisor immediately. If you're arriving to work late, please let your supervisor know when you expect to arrive for work. If you are unable to call in yourself because of an illness, emergency or for some other reason, be sure to have someone call for you.
 - B. If you know in advance that you will need to be absent, please request this time off directly from your supervisor.
 - C. Absence from work for more than one (1) scheduled day without notifying an appropriate supervisor will be considered a voluntary resignation.
 - D. Your supervisor may request medical evidence of illness or injury at any time if this is the cause of your absence or lateness.
 - E. If you are absent because of an infectious disease or injury, your supervisor may request that you submit written documentation from your doctor stating you are able to resume normal work duties before you will be allowed to return to work.
 - F. A consistent pattern of questionable absences can be considered excessive, and may be cause for concern. In addition, excessive lateness or leaving early without letting your supervisor know will be considered a "lateness pattern" and may

carry the same weight as an absence. Other factors, like the degree and reason for the lateness, will be taken into consideration.

G. Your supervisor will make a note of any absence or lateness, and the reasons, in your employee record. Be aware that excessive absences, lateness or leaving early may lead to disciplinary action, including possible dismissal.

- 3. Meal Breaks: If you work longer than four (4) hours in a work day, you will be given an unpaid meal period. The duration and schedule of meal periods shall be determined by your supervisor in coordination with Accutrack Managers. You are requested not to perform any work during your regularly scheduled meal period. It is important to return to work on time at the end of your meal period. In the event of a situation which prohibits taking a meal break, your supervisor is responsible for ensuring that adequate nourishment is provided to you and the meal break deduction shall not be taken from your pay. You must have authorization from your supervisor prior to working through your meal break.

- 4. Severe Weather and Emergency Conditions: In the event of severe weather conditions or other emergencies, a Manager of Accutrack or designee may decide to close the office for the remainder of the day to all non-essential services. As such, you will be notified as soon as possible by your supervisor.

DATE	REVIEW/APPROVAL SIGNATURE