

ATTENDANCE AND TARDINESS POLICY

To maintain a safe and productive work environment, United Ground Express (UGE) expects employees to be reliable in reporting for scheduled work. Absenteeism/tardiness are extremely disruptive and places a burden on other employees and on UGE.

Whether an absence or tardiness is known ahead of time (doctor's appointment, etc.) or an employee cannot avoid being unexpectedly absent from or tardy to work, he/she must notify their supervisor as soon as possible in advance of the actual tardiness or absence but no later than 60 minutes prior to the start of their shift. Employees must call in every day when they are absent using the process defined by local leadership.

DEFINITIONS

Absence

Any time away from a scheduled work shift is counted as an absence unless it is an approved PTO day or approved leave of absence.

Leave of Absence

Approved leaves of absence include jury duty, military leave, personal leave that is approved prior to the absence, leave because of a worker's compensation claim or qualified leave under the Family Medical Leave Act or American with Disabilities Act. Approved leaves of absences are not subject to the no-fault attendance policy defined below.

Tardiness

All arrivals past an employee's scheduled starting time, as set by the department manager or supervisor, will be considered tardy. The only exception would be if UGE management officially makes an exception or declares the facility is working under adverse conditions.

Leaving Early

All departures prior to an employee's scheduled departure time will be considered leaving early. The only exception would if an employee is released early due to operational needs or prior authorized time off without pay.

The time in Schedule Source will be the official time used to determine tardiness and early departures. Employees are responsible for setting their watches and/or phones and schedules around this time. Timely clocking in and out for assigned shifts is a requirement for all hourly paid employees. This includes ensuring a clear photo is taken of the employee by the tablet at the time of punch in/out. Failure to comply with timeclock policy may be cause for disciplinary action.

NO FAULT ATTENDANCE/TARDINESS POLICY

This policy is intended to be a no-fault policy, such that each and every job absence, tardiness and early departure will be counted as an occurrence on an employee's attendance/tardiness record unless excluded as described under "Definitions" above. The total number of occurrences, regardless of the reason, are counted, except where modified by state or local law. The only exception would be if an employee is absent for more than one day for their own illness or injury and a doctor's note covering all days absent is provided upon their return to work. In this case, only one point would be assessed for multiple days. Multiple days is defined as more than one work day.

The policy is designed to encourage regular, on-time attendance, counsel those approaching disciplinary action, and clearly outline the disciplinary consequences for those who do not meet the attendance requirements of the job. All employees will start their employment with zero points. When an employee accumulates six points on their record, it will result in termination of employment.

The following points will accrue for each occurrence:

1	No Call, No Show	3 Points
2	Failure to complete assigned overtime or extra shift	2 points
3	Leaving regular shift early – less than 60 minutes	1/2 Point
4	Leaving regular shift early – 60 minutes or more	1 Point
5	Late Reported Absence (less than 60 minutes before start of shift)	2 Points
6	Reported Absence (60 minutes before start of shift)	1 Point
7	Tardy – less than 60 minutes	1/2 Point
8	Tardy – 60 minutes or more	1 Point

If you participate in day or shift trades, the Attendance Policy, i.e., the penalty for an absence, coming in late or leaving early will apply to that day.

Each assessed point will expire after one year of occurrence.

Bonus Point – An employee can earn one point back by having perfect attendance (no points accrued) for each six-month period of January 1 – June 30 and July 1 – December 31. The most recent attendance occurrence(s) totaling 1 point or less, if applicable, will be credited. An employee cannot go lower than zero points at any given time.

All full shift absences will be deducted from an employee’s PTO (Paid Time Off) bank, and paid to an employee, if available.

DISCIPLINE

Discipline will be administered as follows:

No Call/No Show = Final Written Warning

No Call/No Show that last 3 days or more = Job Abandonment (Employee Resignation)

3, 4 or 5 Points = Final Written Warning

6 Points = Termination of Employment

POLICY GUIDELINES

It is the responsibility of each employee to keep track of his/her own attendance/tardiness record point total as well as maintain an acceptable level of attendance/tardiness.

An employee may review his or her own attendance record at any time by accessing Schedule Source and reviewing their record.