

GUIDELINES FOR ESTABLISHING PERFECT ATTENDANCE AWARDS
(Effective January 1, 2006)

ELIGIBILITY: To be eligible for a perfect attendance award, a recipient must have been employed full time during the entire calendar year.

TIME PERIOD: January 1st through December 31st each year

EXCUSED ABSENCES: Permissible absences that do not affect perfect attendance:

1. **Vacations/Holidays/Birthday** – authorized and approved by the Company.
2. **Military Leave** – as determined by military leave orders with a copy presented to your supervisor.
3. **Death in Family**
3 Days – because of a death in the employee’s immediate family of either the employee’s father, mother, sister, brother, spouse, children, father – in – law, or mother – in – law.

2 Days – because of the death of the employee’s grandparent or grandchild
4. **Jury Duty** – days absent determined by needs of the court.
5. **Company Personal Days** – limited to 2 or 3 days (depending on length of service) per Company Policy and as defined in the Collective Bargaining Agreement.
6. **Time Missed due to Natural Causes** – that are documented and verifiable, will be at management’s discretion

OTHER ABSENCES AND TARDINESS: Exceptions to excused absences that will affect perfect attendance:

1. **Tardiness** - as noted by the supervisor on the employee’s time record and shall consist of reporting to work late on more than 5 occasions will be treated as an absence.
2. **Leaving Early** – leaving work when there is work available (W/A as noted on employee’s time record by the supervisor) on more than 3 occasions will be treated as an absence.

NOTES: There will be no exceptions made towards the awarding of Perfect Attendance other than those noted above. These guidelines are used to determine Perfect Attendance awards ONLY and are not related to any other Company Attendance System.

Any Company decision as to the interpretation of any of these circumstances and/or the facts involved is final and not subject to any question or review. The Company reserves the right to modify and/or terminate this policy at any time.