



Hire Up Attendance Policy

OVERVIEW

- Hire Up employees are expected to be present for work, on time, every day. Regular attendance and punctuality are essential job duties of every position and are important to keep Hire Up operating efficiently. Lateness and absenteeism cause disruptions to daily business operations and burden team members.
- Branch or Corporate Managers establish employee work schedules based on business needs. Employees should direct any questions regarding work schedules to their designated manager.
- Employees are required to report an absence by using the *Calling Out/Reporting Schedule Changes* procedure below. Employees must report each day they are absent, calling out at least one hour prior to the start of a shift.

ABSENCES

- In circumstances where PTO hours are not available, excused unpaid absences can be granted for funerals, jury duty, bereavement, childbirth, car accidents, medical appointments, unavoidable emergencies, and any other circumstances required by federal, state, and/or local law. In these cases, employees must provide documentation to prove a reason for the absence, unless prohibited by law.
- Hire Up reserves the right to discipline employees who are excessively tardy (three or more instances of showing up late for work during a single month), including up to termination.
- If an employee gives late notice, fails to call in, does not alert their manager or supervisor to an absence that could have been predicted, or if they exceed the number of absences allowed under a policy, they are in direct violation of company policy and can be subject to disciplinary action, including up to termination.

DAILY TIMEKEEPING PROCEDURES

- All non-exempt employees log their daily hours in the timekeeping system and must clock in and clock out for each shift. If there is any problem recording a clock in or a clock out or if a time punch is missed, employees should inform their manager immediately for correction. Employees who consistently fail to clock in or clock out may receive disciplinary action, up to and including termination. Employees are prohibited from working off-the-clock.
- Exempt employees who are paid a salary equivalent to approximately 86.67 hours per semi-monthly pay period must utilize the timekeeping system to request any leaves or document any absences and to accrue PTO and PSL hours.
- Daily clock in/clock out time entries are rounded to the nearest 30-minute increment. For example, employees clocking in at 8:05 am will have their hour rounded back to 8:00 am. Employees clocking in at 8:27 am will have their hour rounded forward to 8:30 am.
- Other than instances of making up late time on occasion pursuant to the Company's Make-Up Time Policy, employees are prohibited from working overtime without prior approval. Employees are prohibited from working during rest or meal breaks. Employees are prohibited from working off-the-clock and must immediately report all requests to work off-the-clock to their supervisor and/or human resources.
- There are two modules available for entering time in the timekeeping system. One module is used for daily entries for start time, stop time, and breaks (both meal and rest breaks), and the second module is used for entering any PTO or PSL requests.

MAKE-UP TIME

- The Company allows the use of make-up time when employees need time off to tend to personal obligations. The Company retains the discretion to decide whether make-up time will be permitted. When permitted, make-up time worked will not be paid at an overtime rate.
- Employees may work 1 extra hour ONLY in a day to apply to time off at an earlier or later point in the same workweek.
- Make-up time may be banked up to a maximum of 4 hours at a time.
- Make-up time requests must be submitted in writing to your supervisor, with your signature, on the form provided by the Company. Requests will be considered for approval based on the legitimate business needs of the Company at the time the request is submitted. A separate written request is required for each occasion that the employee requests make-up time.
- If you request time off which you will make up later in the week, you must submit your request at least 24 hours in advance of the desired time off. If you request to work make-up time first in order to take time off later in the week, you must submit your request at least 24 hours before working the make-up time. Your make-up time request must be approved in writing before you take the requested time off or work make-up time, whichever is first.
- All make-up time must be worked in the same workweek as the time taken off. The Company's seven-day workweek is defined as Monday through Sunday. Employees may not work more than nine (9) hours in a day or forty (40) hours in a workweek as a result of making up time that was or would be lost due to a personal obligation.

- If you take time off and are unable to work the scheduled makeup time for any reason, the hours missed will be unpaid. However, your supervisor may arrange with you another day to make up the time if possible, based on scheduling needs. If you work make-up time in advance of time you plan to take off, you must take that time off, even if you no longer need the time off for any reason.
- An employee's use of make-up time is completely voluntary. The Company does not encourage, discourage, or solicit the use of make-up time.
- The employee will clock in/clock out as usual on the day the extra time is worked. When the extra time period begins, the employee will select the break type "Make-Up Time" in the timekeeping system. The employee will then go off break when the make-up time is completed and then select the appropriate option in the timekeeping system. The extra time worked will be added as a separate shift on the day the employee wants to apply it to.

CALLING OUT/REPORTING SCHEDULE CHANGES

- Please call the company attendance line at Corporate 559-579-1332 and press option "102" and leave a voicemail to notify Human Resources of any sick calls or last-minute schedule changes to document for timekeeping purposes.
- After leaving a message on the company attendance line, employees need to contact their local manager via company cell phone. If they do not have their local manager's cell phone number, employees may send an email to their manager and copy in HR@hireupss.com.

Hire Up Paid Time Off (PTO) Policy

The purpose of Paid Time Off (PTO) is to provide in-house employees with flexible, paid time off from work that can be used for such needs as vacation, personal or family illness, doctor appointments, school, volunteerism, other activities of the employee's choice, and any other reasons required by federal, state, or local law. The company's goal is to reduce unscheduled absences and the need for supervisory oversight.

The PTO hours accrued, starting on July 1, 2015, will replace all existing vacation, sick time, and personal business hours allotted under prior policies and will be in addition to the Hire Up State Mandated Paid Sick Leave (referred to as PSL).

Guidelines for PTO Use

- Pay days are the 5th (1st – 15th pay period) and 20th (16th – end of month pay period) of every month for in-house employees. The term "full-time" is defined by any in-house employee who works a minimum of 28 hours per week. Only full-time, in-house Hire Up employees are eligible for PTO. Each full-time, in-house employee will accrue PTO in hourly increments based on their length of service as defined below. PTO is added to the employee's PTO bank when the semi-monthly paycheck is issued. PTO taken during the pay period will be subtracted from the employee's accrued time bank. Temporary employees, contract employees, employees who are not considered full-time (employees who work less than 28 hours a week), and interns are not eligible to accrue PTO.
- Eligibility to accrue PTO is contingent on the employee either working or utilizing accrued PTO for the entire semi-monthly pay period. PTO is not earned in pay periods during which unpaid leave, short or long-term disability leave, or workers' compensation leave are taken.
- Unless otherwise stated and agreed, there is a 90-day waiting period from the date of hire on the use of any PTO, holiday, or PSL time.
- Time that is not covered by the PTO policy and for which separate guidelines and policies exist include Paid Sick Leave, bereavement time off, required jury duty, and military service leave.
- Utilizing PTO requires 7 days' notice to the immediate supervisor unless the PTO is used for legitimate, unexpected illness or emergencies. (Use the Absence Request Form to request PTO.) In all instances, PTO must be approved by the employee's supervisor in advance. Hire Up Staffing Services appreciates as much notice as possible when employees expect to miss work for a scheduled absence whether PTO or PSL time is being used. PTO is subject to supervisory approval, and not every employee can take accumulated time in December; the company must continue to serve customers.
- PTO is paid based on the employee's straight time pay rate in effect at the time the PTO is taken. PTO is not considered time worked for the purpose of calculating overtime for the week in which the PTO was taken.

Paid Time Off (PTO) Exceptions

- Employees who miss more than three consecutive unscheduled days may be required to present a doctor's release to their immediate supervisor that permits them to return to work.
- PTO taken in excess of PTO accrued can result in disciplinary action including up to termination. This time will be unpaid. The only possible exception to this policy must be granted by the company President on a case-by-case basis.
- PTO accrued prior to the start of a requested and approved unpaid leave of absence must be used to cover hours missed before the start of the unpaid leave, unless prohibited by federal, state, or local law.

- Under the company's Family and Medical Leave Act (FMLA) and California Family Rights Act (CFRA) policy, all accrued PTO time must be taken concurrently with FMLA/CFRA time. Employees may, but are not required, to take PTO while on California Pregnancy Disability Leave (PDL).
- Any employee who misses two consecutive days of work without notice and without contacting their supervisor may be considered to have voluntarily quit their job.

Specific Eligibility for Paid Time Off (PTO)

PTO is pro-rated based upon the number of hours worked on an employee's regular schedule. Employees who are exempt from overtime as an administrator, executive, or professional under the appropriate California wage order will be deemed to work 40 hours per work week. PSL time is separate from PTO and is earned for all employees at rate of one hour of PSL for every 30 hours worked. Also included for all in-house, full-time employees are three paid floating holidays, two paid holiday half days for Christmas Eve & New Year's Eve, along with seven observed paid company holidays. Floating holidays and holiday time are not added to PTO or PSL, and any floating holidays must be used prior to the end of the calendar year. Each employee is eligible for holiday pay on specific company observed holidays after 90 days of full-time employment. For purposes of holiday pay, full-time is defined as an employee who works an average of 130 hours per month. Holiday pay is only paid out if the employee was working the prior business day to the holiday or had used earned PTO time for the day prior to the holiday.

Years of Service

- **0-1 Year Anniversary:** Earned at a rate of .027 per hour worked.
- **1 Year Anniversary to 5 Year Anniversary:** Earned at a rate of .046 per hour worked.
- **5 Year Anniversary to 10 Year Anniversary:** Earned at a rate of .065 per hour worked.

Employees with 0 - 5 years of service may accrue a maximum of 140 PTO hours at any given time, and employees with 5+ years of service may accrue up to 200 PTO hours at any given time. Any hours in excess of 80 hours of accrued PTO will be forfeited at the end of a calendar year in addition to any unused company floaters.

Employees are paid for all unused PTO they have accrued at employment end. Employees who give two weeks' notice of employment termination are expected to work the two weeks without utilizing PTO.

I acknowledge that I have read and understand this policy, and I agree to follow the above guidelines.

Employee Signature

Date

Print Employee Name

Date