

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.

By definition, if someone is an exempt employee, this means that because of their positional duties and responsibilities, and they exempt from the overtime provisions of the Fair Labor Standards Act (FLSA) and California law.

As an exempt employee, they understand that they are expected by most organizations to work whatever hours are necessary to accomplish the goals and deliverables of the exempt position without being compensated for any overtime premiums as required by federal or state law. As a non-exempt employee, they understand that they must complete the work assigned to them within the general business hours and may only adjust work during general business hours with prior approval. Extending work to hours outside of business hours is acceptable and they understand that working outside of general business hours does not warrant overtime.

As an exempt employee, each person agrees to put in the hours necessary to accomplish their core role on a day-to-day basis. Even as an exempt employee, an attendance tracker is utilized to have an accurate record of any accrual of Paid Time Off (PTO) and Paid Sick Leave (PSL). Exempt employees are paid a salary that is the equivalent of approximately 86.67 hours per semi-monthly pay period and PTO/PSL accruals are all based on 86.67 even though they may actually work more or less than 86.67 each pay period.

It is also understood that under this exemption, with approval of management, exempt employees are able to occasionally adjust the schedule to allow for personal obligations so long as all their normal work responsibilities are complete. Should personal obligations or loss in time be deemed excessive, or result in a failure to complete my normal work responsibilities, they understand that they may be subject to a deduction in pay for any time not worked less than 40 hours per week or may be grounds for other actions.

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 Timekeeping Procedures

- 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.

Make-Up TIME POLICY

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 take time off and then make up the time later in the same workweek or may work extra hours earlier in the workweek to make up for time that will be taken off later in the workweek.

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 or only under rare circumstances, at least in the same pay period. The Company’s seven-day workweek is Monday through Sunday. Employees may not work more than eleven (11) 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. Make up time must be worked a minimum of 1 hour per day, no 30 minute make up increment for a single day will be accepted. No more than 4 hours a pay period can be made up, unless working a full 4-8 hour shift on a weekend day or a day that the office is normally closed has been approved.

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.

Paid Sick Leave **(PSL) POLICY**

Effective July 1, 2015, employees accrue state-mandated paid sick leave ("PSL").

PSL accrues at the rate of one hour per every 30 hours worked. For purposes of calculating PSL, employees who are exempt from overtime as an administrator, executive or professional under the appropriate wage order will be deemed to work 40 hours per workweek. All other employees must keep a record of hours worked so that Hire Up Staffing Services can properly account for accrued sick leave. An employee is entitled to use accrued PSL beginning on the 90th day of employment.

Upon an oral or written request, an employee may use PSL for the diagnosis, care or treatment of an existing condition, or for the preventive care of the employee or a family member. PSL can also be taken by an employee who is a victim of domestic violence, sexual assault, or stalking. The employee should provide notice of the need for leave as soon as practicable, and in advance if foreseeable. Family members include a child (biological, adopted, foster, step), legal ward, child to whom the employee stands in loco parentis; parent (biological, adoptive, step), legal guardian of employee or employee's spouse or registered domestic partner, person who stood in loco parentis when employee was a minor; spouse; registered domestic partner; grandparent; grandchild; and sibling. Employees must use PSL in at least two-hour increments.

An employee may accrue a maximum of 48 hours of PSL. Once the maximum is reached, the employee must reduce accrued PSL before accrual will recommence. An employee can use no more than 24 hours of PSL in each year of employment. Hire Up Staffing Services will not lend PSL to employees in advance of accrual. Unused PSL will not be paid to the employee at the separation of employment. However, if the employee is rehired by Hire Up Staffing Services within one year of the date of separation, previously accrued but unused PSL will be reinstated at rehire.

PSL will be paid at the employee's hourly rate of pay. For employees paid different hourly pay rates within the last 90 days before taking PSL, or employees paid by commission, piece rate or nonexempt salaried employees, the rate of pay will be calculated by dividing the employee's total wages, excluding overtime, by total hours worked.

A poster describing PSL rights is located in the employee resource center. Hire Up Staffing Services will maintain records documenting hours worked and PSL accrued and used and will make them available within 21 days upon request.