SupplyHouse Fulfillment Attendance Policy for Partners Associates

At SupplyHouse, having good attendance is very important for team morale as well as operational needs. We use an attendance points system to set clear expectations. While it is only natural to have occasional latenesses and absences that accumulate some points, *excessive* attendance points accrual will result in attendance warnings and further disciplinary action. Please review the following points breakdown chart:

Point Values	
0 Points	• Planned time off (Must be communicated to SupplyHouse HR on first day of assignment) • Approved bereavement or parental leave (Must be communicated to Partners on-site rep and/or SupplyHouse HR in advance for approval) • Off work due to severe conditions (at company discretion)
.25 Point	• Late arrival to shift by 1–7 minutes • Late arrival back from lunch by 1–7 minutes • Leave early from shift by 1–7 minutes
.50 Point	• Absent from shift by 8–59 minutes (late, left early, or schedule interruption)
1 Point	• Any time off by 60+ minutes (Not including planned time off that was communicated to SupplyHouse HR on first day of assignment) • Full day or half day call outs
3 Points	• Late Call—Contacting about being absent or late 16+ minutes after start of shift, or improper notification of absence or lateness. Please text TeamSense **(631-849-8881)** using key words of "Absent" or "Late" before your shift start time and answer the required questions.
6 Points	• No Call No Show—Failure to contact about being absent for shift. Immediate termination.
Extra Shifts	• If an associate agrees to work extra shifts, that shift will be added to their work schedule and relevant attendance points will apply if the associate is late or absent.

When submitting time off requests, it is important to follow these steps to properly communicate your time off:

Submitting Time Off	
Planned Time Off	If an associate requests a planned day off on their first day of assignment, they will not be pointed for the date(s) provided to SupplyHouse HR. Any needed day(s) off after the first day of assignment has passed will be pointed.
Unplanned Call Out	Text **TeamSense** to notify us of your call out **(631-849-8881)** using key words of "Absent" or "Late" before your shift start time.

Unplanned Leave Early	**Notify your Partners on-site rep or SupplyHouse Team Lead directly.** Do NOT submit the request through TeamSense.

Attendance Points Accumulation & Company Action

- If attendance points accumulation becomes excessive, the company will take the following action:

New Hires in 3-Month Probationary Period

Point Accumulation	Company Action
3 Points	Written Warning
6 Points	Termination

**Note: Management withholds the right to issue disciplinary action for attendance concerns outside of these parameters when necessary.*

Viewing Attendance Points Balance

Please ask SupplyHouse HR for an attendance points update if you are unsure of your points balance.

Doctor's Notes

Doctor's notes will excuse absences due to an associate's own illness and/or any qualifying family member for whom the associate needs to provide care for. Qualifying family members are defined as a child, spouse, or parent.

A doctor's note must include:

- Full name of the associate OR qualifying family member
- Date the associate or qualifying family member was seen
- Return to work date/instructions, if applicable
- Doctor's office letterhead and the doctor's signature

**Note: If a fraudulent doctor's note is discovered, you may be subject to disciplinary action, up to and including termination.*

In addition, doctor's notes will only be accepted within the following parameters:

- Doctor's notes will only be accepted 3 times during an associate's first 90 days (480 hours) with Partners.

- The doctor's note will excuse the time that is noted on the document. It must be clearly stated in the note if prior days to the appointment need to be covered or additional time off is needed due to illness.
- The doctor's note must be submitted to SupplyHouse HR by the day the associate returns to work. If a doctor's note is not provided within an appropriate timeline, the absence will not be excused.

Bereavement Leave

Associates who wish to take time off work due to the death of a loved one should notify their Partners on-site rep and/or SupplyHouse HR for approval. Associates will be offered up to 3 days of unpaid bereavement leave for extended family members and up to 5 days of unpaid bereavement leave for immediate family members. Approved bereavement days will not accrue any attendance points.

"Immediate family" is defined as the associate's parent, step-parent, mother / father in-law, child, step-child, sibling, step-sibling, sibling in-law, spouse, partner or pregnancy loss. "Extended family" is defined as the associate's grandparent, grandchild, aunt, uncle, niece, nephew or first cousin.

Parental Leave

Associates who wish to take time off work due to the birth of their child will be offered up to 5 days of unpaid parental leave. If the site can support allowing extra time off work, 5 additional days of unpaid parental leave may be approved on a case-by-case basis. If an associate requires additional time off beyond up to 2 weeks (10 days), they would be asked to resign in good standing and return to their assignment (if available) once they are able to resume working.

Additional Information & Definitions

Unplanned time is when an associate shortens their shift by any amount of time, including arriving late, leaving early, missing any part of their shift, and/or a call out.

Planned time is when an associate gives advance notice before taking time off from work. Please let SupplyHouse HR know when you need a day off. If planned time off is not communicated with SupplyHouse HR on the first day of your assignment, it may be approved but you will still be pointed.

A ***late call*** is notifying via **TeamSense** an absence or lateness 16+ minutes after your shift has started.

A ***no call no show (NCNS)*** is failing to call out or report for your shift. This results in 6 points and immediate termination.

Extra shifts may be available for associates to earn extra hours. Attendance points still apply for late arrivals and call outs that occur during extra shifts.

SupplyHouse Attendance Policy Acknowledgment for Partners Associates

Consistent attendance and reliability are essential functions of this job. Partners associates may not accumulate 6 or more attendance points during the probationary period of their assignment. If a Partners associate accumulates 6 or more points during their probationary period, they may be subject to disciplinary action up to and including termination.

I understand that by signing below, I acknowledge that I have received and read a copy of the SupplyHouse Attendance Policy. I understand the expectations of my assignment, and I agree to abide by these attendance expectations.

I also understand that management withholds the right to issue disciplinary action for attendance concerns outside of the parameters listed when necessary.

Signature of Employee: _____

Printed Name of Employee: _____

Date: _____

Please note any time off you need during your assignment with SupplyHouse:

_____

_____

_____

*Above dates will be reviewed by SupplyHouse HR and may be subject to attendance points.