

PUNCTUALITY AND ATTENDANCE POLICY

Employees are hired to perform important functions at Michigan Gutters Inc. As with any group effort, operating effectively takes cooperation and commitment from everyone. Therefore, attendance and punctuality are very important. Unnecessary absences and tardiness are expensive, disruptive and place an unfair burden on fellow employees and Supervisors. We expect excellent attendance from all employees. Excessive absenteeism or tardiness will result in disciplinary action up to and including discharge in addition to loss of any bonus compensation for that period.

MGI work hours during RED season are Monday-Friday to be considered a full-time employee. GRAY & BLACK season hours may vary but will maintain a minimum of 32 hours to be considered full time.

All time off requests need to be approved. An employee's time off request may be denied even if the employee possesses paid time off.

Time off request approval will be contingent on "Season" regulation, PTO availability, and company needs. Time taken off that is denied will result in attendance point accrual. It is the responsibility of the employee to notify the office if they still intend on being absent after a time off request denial. Attendance points will accrue. Unpaid time off will only be permitted upon approval and is contingent on company needs (Red Season).

When an employee chooses to use ESTA time, they will not be assessed an attendance point.

All days off are to be requested via the employee website. Each request will need to be authorized prior to use. You will receive a return email indicating that your time off has been accepted and scheduled for if denied, and an explanation will be provided.

Absences and Tardiness

Pre-scheduled times away from work using vacation, ESTA, or holiday pay coupled with approved time off requests are not considered occurrences for the purpose of this policy. Any absence or tardy that takes place on a day you were scheduled is an occurrence, this includes weekend, overtime, and optional shifts that you have committed to. Every Monday the schedule will be posted for the following week. Each season has unique time off request regulations based on company needs.

Red Season Regulations:

- 7am Start Time.
- Monday-Friday.
- Office Staff Monday-Friday/Negotiated Start Time
- Time off requests must be submitted two weeks in advance.
- If available PTO must be used.
- Unpaid time off permitted upon approval contingent on company needs.
- Sales Staff: While they can dictate their own schedule, time off requests still need to be submitted so the company can adjust accordingly while scheduling incoming estimate requests.

Black Season Regulations:

- 7am Start Time.
- Monday-Friday
- Office Staff Monday-Friday/Negotiated Start Time
- Time off requests must be submitted two weeks in advance.
- PTO use is optional for time off.

Grey/Steam Season Regulations:

- 7am Start Time.
- Monday-Thursday.
- Office Staff Monday-Friday/Negotiated Start Time
- Time off requests must be submitted by noon the day prior.
- PTO use is optional for time off.
- Rotating on call schedule for weekends (Friday-Sunday)

An absence occurs when an employee misses more than three hours of work within a normal workday. An absence of up to 3 days due to the same illness, injury or other incident will be counted as one occurrence for the purpose of this policy. After 3 days a doctor's note would be required not to accumulate another occurrence. No other additional occurrences will be documented based on the time off allowed by the doctor.

A tardy arrival, early departure or other shift interruption is considered a one-half occurrence.

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Arrival and departure times will be determined by your punch in time on Jobber. You must be on-site to punch-in or out unless prior authorization by the CEO or HR Manager. An employee is considered late if he or she reports to work more than ten minutes after the scheduled starting time; an early departure is one in which the employee leaves before the scheduled end of his or her shift unless due to inclement weather.

If an employee is scheduled to work overtime or is scheduled to work out of town, the same rules apply, and an occurrence will be charged as noted above.

Step Discipline

Absences and tardiness or early departure will be counted together but are assigned different levels of severity. Absences are each considered one occurrence; tardiness/early departures are each one-half an occurrence.

Occurrences are counted in a rolling three-month period. Occurrences expire three months from the date of the incident. Any employee in the step-process below or with 3+ attendance points will not be bonus eligible or eligible for an annual increase.

The steps in this process also govern employee's behavior/actions/performance issues outside of attendance. Depending on the severity of an occurrence associated with an employee's behavior/actions/performance consequences can be escalated to any step in this process or result in employment termination.

Step One:

Three occurrences (absences and tardiness combined) in any three-month period will be the basis for a coaching discussion between the employee and direct supervisor or Human Resources. The purpose of the coaching session is to make the employee aware that he or she has been absent or tardy frequently enough to draw attention and to be certain that the employee understands this policy and the consequences of violation. A written warning will be drafted and stored in the employee's personnel file and signed by the employee, CEO, and Human Resources.

Step Two:

Any additional unscheduled absence or tardiness in the same three-month period is the cause for a second written warning with documentation in the employee's file. The written warning, delivered by the employee's direct supervisor or Human Resources serves to notify the employee that he or she is in consistent violation of this policy and typically results in a probationary period. Any point/occurrence accrual during a probationary period will result in an unpaid suspension.

Step Three:

An additional unscheduled absence or tardiness to the above in the same three-month period is the cause for a final written warning and an unpaid suspension. This is considered the final step in the disciplinary process regarding attendance and punctuality.

Step Four (FINAL):

An additional unscheduled absence or tardiness to the above steps in the same three-month period is cause for termination of employment.

Over Time/Vacation/Paid Time Off Policy: (Full Time Employees)

All time off requests need to be approved. An employee's time off request may be denied even if the employee possesses banked or earned paid time off.

This Paid Time Off (PTO) policy is designed to meet the requirements of ESTA while also allowing employees to use the time for additional purposes at the choice of the employee. PTO over and above the minimum required by law is provided at the sole discretion of the employer and is subject to change from time to time. This policy applies only to employees whose work location is within the state of Michigan, except for the following:

- An employee who schedules their own working hours without a minimum number of hours required by the employer.
- An unpaid trainee or intern.
- An employee covered by the Youth Employment Standards Act (under the age of 18)
- Independent Contractors are not considered employees under this law.

(MGI Sales Staff: While they can dictate their own schedule, time off requests still need to be submitted so the company can adjust accordingly while scheduling incoming estimate requests.)

Paid Time Off is as follows:

ESTA (All employees): 72 Hours ESTA are granted at the beginning of each year. (All employees)

- ESTA use is regulated by verbiage of state law. (See attached document)
- MGI Will require acknowledgement that ESTA is being utilized for non-ESTA covered purpose.
- ESTA does not carry over or get paid out upon termination of employment.

Vacation (Installers): Vacation time will be determined by years of service.

- (0-2 Years: N/A)
- (3-4 Years: 20 Hours)
- (5+ Years: 40 Hours)

Vacation (Office): Vacation time negotiated at time of hire.

An employee can bank any hours exceeding 40 hours in a work week. 120 hours of vacation time is the maximum an individual employee can bank at any given time. Vacation time can only be cashed out during a regularly scheduled payroll process. Cash out requests can be made on the company website.

No-Call/No-Show Job Abandonment Policy



Introduction

This policy outlines the procedures and consequences for employees who fail to report to work and do not notify their supervisor or manager for three consecutive days.

Policy Details

Not reporting to work and not calling to report the absence is a no-call/no-show and is a serious matter, creating increased administrative burdens and emotional upset. The first instance of a no call/no-show that is not an "ESTA covered purpose" or the employee has exhausted all ESTA will result in at a minimum a final written warning and drug screen and could result in termination of employment.

1. **Definition:**

- o A no-call/no-show job abandonment occurs when an employee does not report to work and fails to notify their supervisor or manager of their absence for three consecutive days.

2. **Procedure:**

- o On each day of absence without notification, the supervisor or manager will attempt to contact the employee to determine the reason for the absence.
 1. Employees are required to provide employer with current contact information including cell phone number, email address and home phone number (if applicable). Please inform Human Resources of any changes to contact information.
- o If the employee does not respond or provide a valid reason for the absence by the end of the third consecutive day, the absence will be considered a no-call/no-show job abandonment.

3. **Consequences:**

- o After three consecutive days of no-call/no-show, the employee will be considered to have voluntarily abandoned their job.
- o The employee's employment may be terminated due to job abandonment.

4. **Possible Exception:**

- o If the absence was for a reason covered under the Earned Sick Time Act, the employee may ask for an exception to this policy which would require the following:
 1. The employee had accrued ESTA leave time sufficient to cover the duration of the absence.
 2. The employee notifies the employer in writing in a form acceptable to the employer that the absence was for an ESTA covered purpose.
 3. The employee is able to provide documentation demonstrating that the absence was connected to a permissible purpose covered under ESTA.

4. The employee provides an explanation in writing in a form acceptable to the employer as to why the employee was not able to meet the notice requirements outlined in the "ESTA Covered Use Policy".

No Call/No Show Job Abandonment Policy – ESTA Exception Form



To be completed by an employee who fails to report to work or notify their supervisor for three consecutive days. If the reason for the absence is covered under the Earned Sick Time Act and the employee requests an exception, they are required to complete this form. In addition to this form, the employee should provide documentation supporting the absence.

Employee Information

Name:

Employee ID:

Department:

Supervisor:

Date of Absence Notification:

Absence Details

Date(s) of ESTA Absence:

Total ESTA Hours Absent:

Reason for Absence:

Explanation as to why Employee was not able to meet the notice requirements outlined in the ESTA Covered Use Policy of the Handbook:

Additional Information (if applicable):

Employee Certification: I certify that my absence was for a purpose covered under the Earned Sick Time Act (ESTA).

Employee Signature:

Date:

Non-ESTA Covered Purposes



Policy Overview

This section outlines the policy for the use and approval of Paid Time Off (PTO) for purposes not covered under the Earned Sick Time Act (ESTA). PTO is designed to provide employees with flexible paid time off from work that can be used for various personal needs.

Eligible Uses of PTO

Employees may use PTO for any of the following reasons:

1. **Vacation:** Time off for rest, relaxation, and personal travel.
2. **Personal Days:** Time off for personal matters, including errands or personal business.
3. **Family Events:** Time off to attend family events such as weddings, graduations, or other significant family gatherings.
4. **Bereavement:** Time off to grieve and attend services for the loss of a loved one.

Approval Process

1. **Request Submission:**
 - o Employees must submit a PTO request through the company's designated system or to their direct supervisor. When requesting PTO, employees must acknowledge that using it for non-ESTA covered purposes counts toward and therefore reduces the amount available for ESTA covered purposes.
 - o Requests should be made at least two weeks before the desired time off.
2. **Approval Criteria:**
 - o PTO requests will be reviewed based on business needs, staffing levels, and current season.
 - o Approval is subject to the discretion of the employee's supervisor and the availability of PTO balance.
3. **Notification of Approval:**
 - o Employees will be notified of the approval or denial of their PTO request within a reasonable timeframe, typically within five business days of submission.
 - o In cases where PTO cannot be approved due to business needs, supervisors will work with employees to find an alternative time that is mutually agreeable.
4. **Emergency PTO Requests:**
 - o In cases of emergency or unforeseen circumstances, employees should notify their supervisor as soon as possible.
 - o Emergency PTO requests will be considered on a case-by-case basis and may require documentation.

Responsibilities

1. **Employee Responsibilities:**

- o Plan and request PTO in advance whenever possible.
- o Ensure that all work responsibilities are covered during their absence.
- o Communicate any changes to approved PTO plans to their supervisor promptly.

2. **Supervisor's Responsibilities:**

- o Review and respond to PTO requests in a timely manner.
- o Ensure adequate staffing levels are maintained during employee absences.
- o Work with employees to accommodate PTO requests while balancing business needs.

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ESTA Covered Purposes



Michigan Gutters Inc.

Policy Overview

This section outlines the purposes for which an eligible employee can use paid leave under the Earned Sick Time Act (ESTA). It also defines who is considered a family member and the requirements for providing notice and documentation for the use of ESTA leave.

Eligible Uses of Earned Sick Time

An employee is entitled to use PTO for ESTA covered purposes for any of the following reasons:

1. Personal or Family Health Needs

- The employee's or the employee's family member's mental or physical illness, injury, or health condition.
- Medical diagnosis, care, or treatment of the employee's or the employee's family member's mental or physical illness, injury, or health condition.
- Preventative medical care for the employee or the employee's family member.

2. Domestic Violence or Sexual Assault

- If the employee or the employee's family member is a victim of domestic violence or sexual assault, for medical or psychological care or other counseling for physical or psychological injury or disability.
- To obtain services from a victim services organization.
- To relocate due to domestic violence or sexual assault.
- To obtain legal services related to domestic violence or sexual assault.
- To participate in any civil or criminal proceedings related to or resulting from the domestic violence or sexual assault.

3. Child's Health or Disability

- For meetings at a child's school or place of care related to the child's health or disability, or the effects of domestic violence or sexual assault on the child.

4. Public Health Emergencies

- For closure of the employee's place of business by order of a public official due to a public health emergency.
- For an employee's need to care for a child whose school or place of care has been closed by order of a public official due to a public health emergency.
- When it has been determined by the health authorities having jurisdiction or by a health care provider that the employee's or employee's family member's presence in the community would

jeopardize the health of others because of the employee's or family member's exposure to a communicable disease, regardless of whether the employee or family member has contracted the communicable disease.

The employee will not be required to search for or secure a replacement worker as a condition for using PTO for ESTA covered purposes.

Definition of Family Member

Family members include:

- Biological, adopted, or foster child, stepchild, or legal ward, a child of a domestic partner, or a child to whom the employee stands in loco parentis.
- Biological parent, foster parent, stepparent, or adoptive parent or a legal guardian of an employee or an employee's spouse or domestic partner or a person who stood in loco parentis when the employee was a minor child.
- Grandparent.
- Grandchild.
- Biological, foster, or adopted sibling.
- Any other individual related by blood or affinity whose close association with the employee is the equivalent of a family relationship.

Notice and Documentation Requirements

1. Declaration of ESTA Covered Use:

- If an Employee is using PTO for an ESTA covered purpose, the employee must notify the employer of that fact in a form satisfactory to the employer. Employees should provide sufficient information for the employer to determine whether the leave meets the eligible uses under the ESTA. The employer may ask additional questions about the nature of the leave to determine if the leave meets the eligible uses.

2. Advance Notice:

- If the need for earned sick time is foreseeable, the employee must provide advance notice of the ESTA covered use of PTO as soon as possible, but not to exceed seven days prior to the date.

3. Unforeseeable Leave:

- If the need for earned sick time is not foreseeable, the employee must give notice of the intention as soon as practicable. Deciding what is practicable is dependent on the unique facts and circumstances of each situation, and the employer and employee will approach this requirement with reasonable minds.

4. Documentation for Extended Leave:

- For earned sick leave of more than three consecutive days, the employer may require reasonable documentation that the earned sick leave has been used for a permissible purpose. Upon request, the employee must provide this documentation in a timely manner.
- Employer-required documentation will not include a description of the illness or other ESTA covered purpose (such as details regarding domestic violence).
- The employer will pay out-of-pocket expenses the employee incurs in obtaining the documentation required by the employer.
- The employer will not delay commencement of the leave based on a failure to receive documentation.