



AWS Buffalo Policy

Policy Number: **HR HA-001**

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Policy Title:
Hourly Attendance Policy

Effective Date: **Feb 1, 2016**

Function:
Human Resources

1.0 PURPOSE & SCOPE

1.1 PURPOSE

To ensure that the Company can meet our customer's expectations the following policy establishes an attendance policy for all hourly employees.

1.2 SCOPE

This policy applies to all hourly employees of AWS Buffalo facility.

2.0 POLICY


It is imperative that employees attend work on a regular basis. All attendance will be administered under the Shop Rule provision 3(e) "Habitual Tardiness or Absenteeism without permission. This policy will be issued on a progressive basis and employees will be subject to the disciplinary process, which could lead to suspension and ultimately termination of employment.

Excused Absences

The Company will not accept documentation for sporadic absence except if it is related to the following:

- Sick Leave/Short Term Disability
- Workers Compensation
- Bereavement/Family Death (Per the Bargaining Agreement)
- Approved Vacation
- Jury Duty Notice
- Military Leave request
- Approved Leave of Absence
- Family Medical leave Act (FMLA) Approved by a Doctor and the Company

Employees are instructed that when confronted with personal issues that may result in their missing work, to bring this issue with any relevant supporting documentation to the Human Resources Department prior to the absences occurring. This responsibility lies solely on the employee. The Company will not accept or take into consideration any

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information supplied after the fact, or when discipline is issued. All supplied information will be considered on a case by case basis.

Note: Employees must have documentation to return to work if absent from work for 3 consecutive days or more.

3.0 ATTENDANCE RECORDS

All attendance records will be maintained in the Human Resources office. Attendance will be monitored on a regular basis identifying those employees who have attendance issues.

4.0 ATTENDANCE POINT SYSTEM

All unexcused absences, late arrivals and early quits during the employees regularly scheduled shift will count as 1 point for every infraction.

When an employee reaches six (6) points in a calendar year, the employee will be subject to the disciplinary process.

Xylem Proprietary Information Hourly Attendance Policy	
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