



**Titan Tire Corporation of Bryan
Bargaining Unit
Attendance Policy - Effective 6/1/2016**

Excessive absenteeism and tardiness adversely affects productivity and disrupts normal operational effectiveness. Further absenteeism and tardiness unnecessarily burden your fellow employees. It is important to the successful operation of our company that employees are at work each scheduled workday and that employees report promptly for duty as scheduled. Each employee's attendance will be measured utilizing a point-based system, whereby points are assessed when an infraction of the attendance policy occurs. For medical related absences, a doctor's certificate is required before returning to work at the request of the Human Resources Department.

The company will administer the following Attendance Policy.

B. Definitions

1. **Absence** - An absence shall be defined as a period of time consisting of more than two (2) hours in any workday during which an employee is absent from work.

For purposes of this policy, an absence is defined to include both excused/justified and unexcused/unexplained absences from work.

An Absence shall not include the following:

- Vacation
- Paid Holiday
- Funeral Leave
- Subpoenaed Witness
- Lack of Work
- Jury Duty Leave
- Union Business
- Industrial Injury
- FMLA
- Military Leave of Absence
- Approved Leave of Absence

2. **Tardiness** shall be defined as coming to work late, two (2) hours or less.
3. **Leaving early** shall be defined as leaving two (2) hours or less during the shift.



C. Charging of Points for Absenteeism/Tardiness

Each occasion of absence or tardiness will be assigned the following point values:

Absence - 1 point

Absence without calling 30 minutes prior to shift - 2 points

Tardiness/Leave Early - 1/2 point

D. Administrative Procedures

1. Employees who will be absent or tardy must call in to the Security office at least 30 minutes before the start of their shift. **It is the employee's responsibility to check with your Human Resources Department or Supervisor for the correct call-in number and instructions.** You will be asked to provide the following information:

- a. Employee's name and clock number
- b. Reason for absence
- c. Supervisor's name
- d. Department name
- e. Phone number in which you can be reached

2. Any absence other than those listed above, under section B1, will be charged one (1) point for each day the employee is gone. Absence of one (1) day does not require medical documentation. Failure to report 30 minutes prior to the start of the shift will result in two (2) points being charged for each day of absence.

3. In the event of any absences of two (2) or more working days, medical documentation ("slip") must be presented BEFORE the employee returns to work. The slip should be dropped off in the HR office. If a slip is presented upon return, only one (1) point will be given for that consecutive absence period. Failure to provide a medical slip will result in a point given for each work day absent.

4. Absence of an employee for Saturday or Sunday overtime will receive one (1) point if reported 30 minutes prior to the start of the shift. Failure to report 30 minutes prior to the shift will result in two (2) points being charged.

Points are maintained on a rolling calendar year. Each time points are assessed, the employee's record for the prior 12 months will be reviewed and discipline determined based upon the points charged.

5. Special situations and emergencies will be dealt with individually.

6. In the event you become ill while at work or have to leave the plant for any reason, you must notify your supervisor that you are leaving and clock out.



7. Failure to call in within 30 minutes before the start of shift or report to work will be considered a "No Call/No Show". Three consecutive days of "No Call/No Show" will be considered a voluntary quit.

E. Progressive Counseling for Excessive Absenteeism/Tardiness

In any rolling, consecutive 12 month period when an employee reaches the following point levels, the employee will receive the following discipline:

5 points – Verbal Warning

6 points – Written Warning

8 points – Final Written Warning with 3-day unpaid suspension

9 points – Discharge

The Company is responsible to issue the above warnings within 48 hours of the employee's return from being absent or tardy.

This was not a negotiated policy and Titan reserves the right to alter, amend or abolish this policy at any time.