



Opulent Transport Attendance, Punctuality, and PTO

Policy Overview

Punctual and regular attendance is an essential responsibility of each employee at Opulent Transport, LLC. Occurrences such as late arrival, early departure, or failure to report to work as scheduled are disruptive and should be avoided. Employees may **not** start work earlier than one hour to the time of their first scheduled block, or prepare to leave work before the specified time, unless scheduled or approved by a supervisor. Any employee who rejects doing extra blocks or does not finish their block for any reason other than an Amazon cancellation, forfeits their guaranteed 13-hour pay for that day. Employees should not be on Opulent Transport premises unless authorized. Opulent Transport, LLC reserves the right to use its discretion in applying and interpreting this policy under special or unique circumstances or as required by applicable law.

Policy Details

PTO must be scheduled with one's supervisor in advance. Certain types of leave may be used in the case of emergency or sudden illness without prior scheduling with approval from Human Resources. Patterns of absenteeism or tardiness may result in discipline up to and including termination. PTO and other leaves of absence as well as illnesses or injuries that qualify under the Family and Medical Leave Act (FMLA) or the Americans with Disabilities Act (ADA) are not counted against an employee's attendance record. Absences protected under federal or state law will not result in an occurrence. Any occurrence of late arrival, early departure, or failure to report to work should be recorded and will be considered an "occurrence" for the purpose of this policy.

Tardy: A tardy arrival or early departure is considered an occurrence.

Absences: If an employee provides at least 24 to 48-hour notice to their manager and/or dispatcher of an absence prior to the scheduled work time, the absence may be excused if the manager considers it justifiable. If an employee picks up an overtime shift and cannot make that shift, it will count as one occurrence. Excused absences will still be considered in determining excessive absences. Excused absences do count as an occurrence unless protected by applicable law.

Unexcused Absences: If an employee is absent without prior notice to their manager or without having provided at least 24 to 48-hour notice to their manager and/or dispatcher prior to the scheduled starting time, the absence may be considered an unexcused absence and recorded on the attendance record. If upon return to work an employee offers satisfactory proof that the unexcused absence was justifiable, the manager may then change the employee's record accordingly.

Occurrences are counted in a rolling six-month period. Coaching sessions are held when occurrences are excessive to ensure the employee is aware of their current attendance standing and the attendance policy and consequences of violation.

Excessive occurrences (absences and tardiness whether excused or unexcused) may subject an employee to discipline, including immediate termination.

Nothing in this policy changes the employment at-will relationship. Any employee that has a pattern of poor attendance may be subject to disciplinary action even if the individual does not have 10 occurrences.



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As a rule, Opulent Transport, LLC follows the following guidelines regarding occurrences (though Opulent Transport, LLC retains the discretion to take any disciplinary action it deems needed under the circumstances):

- Any employee who has four (4) occurrences may receive a coaching session.
- An employee who has seven (7) occurrences may receive a final coaching session.
- If an employee has a total of ten (10) occurrences may be terminated for excessive occurrences (unless prohibited by law).

No-call/No-show

Not reporting to work and not calling to report the absences is a no-call/no-show and is a serious matter, creating increased burden on the team and impacting the business. These absences are considered unexcused. One unexcused absence within a six-month period will subject an employee to immediate termination.

Any employee absent for 2 consecutive days without notifying their manager will be considered to have abandoned their position and involuntarily terminated employment.

Nothing in this policy alters an employees at-will relationship with the company or guarantees that they will receive a certain number of occurrences prior to termination. Management reserves the right to terminate any employee who shows a pattern of poor attendance or fails to follow the proper call in procedures.

Probationary Period

Opulent Transport, LLC uses a 30-day probation time frame for new employees. This time frame supports our adherence to the at will employment doctrine, which allows employees to leave employment at any time with or without notice or cause. It also allows Opulent Transport, LLC to terminate any employee at any time without prior notice or cause.

During the probationary period, new hires will receive the following:

- Onboarding and new hire training provided by the department manager or their delegate
- An employee handbook with company rules and policies
- If the employee is determined to have met job requirements by the end of the probationary period, and is employed by the company at that time, they will be eligible to receive all normal and customary benefits offered to regular [full time/part time] employees as outlined in the employee handbook, to include:
 - Health and other insurance (dental, vision, and life)
 - Sick leave and paid time off
- Once the employee successfully completes the probation period, they, like all employees of Opulent Transport, LLC, are subject to the at will employment doctrine.



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PTO Policy Continued...

Unscheduled time off has a major impact on our ability to provide uninterrupted service to our clients. Paid Time Off requested through ADP less than 48 hours' notice will **only** be paid if a doctor's statement is provided or management approves the request due to unforeseen extreme matters. Employees who miss more than three consecutive scheduled days may be required to present a doctor's release to the Human Resources department that permits them to return to work.

You must use PTO (requested through ADP) when taking time off from work for any reason.

All PTO requests are subject to approval as well as team or department staffing needs. We understand that unscheduled absences **occasionally** happen; however, PTO should be scheduled in advance. If the frequency of unscheduled absences becomes excessive, corrective actions will be taken, up to and including termination.

You must use your PTO hours according to your normal workday. For example, if you work a thirteen-hour day and need to take off a full day, you must request thirteen hours of PTO. PTO is paid at your regular pay rate and is not subject to overtime.

If an employee requests personal time not yet accrued, and employment terminates, the personal time will be deducted in the final paycheck. Employees who give two weeks' notice of employment termination must work the two weeks without utilizing PTO.

Personal Time Off taken in excess of the Paid Time Off accrued can result in progressive disciplinary action up to and including employment termination. This time off will be unpaid. The only possible exception to this policy must be granted by the company president.

PTO accrued prior to the start of a requested and approved unpaid leave of absence must be used to cover hours missed before the start of the unpaid leave.

Under the company's Family and Medical Leave Act (FMLA) policy, all accrued PTO time is taken before the start of the unpaid FMLA time.

Unscheduled absences, due to illnesses of four hours or more, that result in consecutive days absent from work, are considered one absence incident in relation to potential disciplinary action.

Progressive Disciplinary Action Defined

Progressive disciplinary action relative to incidents of absenteeism is administered as follows:

- One to three incidents: No disciplinary action. Supervisory coaching
- Fourth incident: Verbal warning with a documented coaching session
- Seventh incident: Written warning in the employee's file/final coaching session
- Tenth incident: Employment termination



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Additional Potential Disciplinary Action

- An employee who has used all their FMLA and Short-Term Disability benefits, and is still unable to return to work, will have their employment terminated.

Voluntary Quit

- Any employee who misses two consecutive days of work without notice to their supervisor may be considered to have voluntarily quit their job.