

Attendance Policy

1.0 Purpose:

The purpose of the Attendance Policy is to establish and maintain standards for employee attendance and punctuality. It sets forth a standard for acceptable attendance so that each employee understands what is expected of them. Excessive absenteeism and/or tardiness negatively impacts the Company’s ability to maintain consistent and efficient operations.

2.0 Policy:

- 2.1 Regular attendance during all scheduled work hours, reporting to work on time and continuing to work to the end of the work period is expected of every employee.
- 2.2 When possible, Paid Time Off should be requested at least two weeks in advance. Absences protected by local, state and federal law do not count as a violation of this policy. Paid Sick Time protected under Arizona law does not count as a violation of this policy.
- 2.3 In the rare instances when employees cannot avoid being late to work or are unable to work as scheduled, they should notify their manager as soon as possible in advance of the anticipated tardiness or absence.
- 2.4 Poor attendance and excessive tardiness are disruptive to business operations. Either may lead to corrective action, up to and including termination of employment. Employees who do not call in and report their absences may be subject to corrective action and may not be compensated for the absence. Failure to report absences for three consecutive scheduled workdays will be considered a voluntary termination.
- 2.5 Each department or location may have additional or more detailed policies regarding attendance and punctuality. Employees are expected to comply with any local or departmental attendance policies.
- 2.6 Plexus reserves the right to require a doctor’s certificate at the time of absence and/or prior to return to work after an illness or injury. Employees must provide a return to work release from their physician for any absence due to an illness that is three days or longer.
- 2.7 Nothing in this policy shall be construed as a limitation on an employee’s right to request and receive Paid Sick Time or FMLA Leave. Furthermore, nothing in this policy shall be construed as a refusal on the part of the company to provide reasonable accommodation to qualified individuals with disabilities requesting reasonable accommodation.

APPROVED BY:	SIGNATURE:	DATE:
Will Franks, Director, Human Resources	Will Franks <small>Digitally signed by Will Franks Date: 2018.10.13 11:24:56 -07'00'</small>	
Mary Beth Reisinger, Chief Human Resources Officer		