



SUPPLEMENTAL ATTENDANCE POLICY

In order for BTK Rush Inc. (the Company) to keep our commitment to Amazon and guarantee the delivery of all packages on routes assigned to us, it is imperative that the Company is able to plan appropriately for each day's route assignments. Due to these commitments, our attendance policy will hold employees accountable for scheduled shifts. This Supplemental Attendance Policy supplements the "Absenteeism, Tardiness, and Early Departures" and "Call-In Procedures" sections of the Employee Handbook's *Time Keeping and Pay Policy*, the *Other Leaves of Absence Policy* and the *Paid Time Off Policy*. Please review those policies in your Employee Handbook for additional rules. The Company reserves the right, in its sole discretion, to amend, update or revoke this Supplemental Attendance Policy, and also to interpret or apply this Supplemental Attendance Policy depending upon the circumstances or as required by applicable law.

If you cannot make a scheduled day of work and you are not using accrued paid time off (PTO) as for paid sick leave hours, then it is your responsibility to swap/find a replacement for your shift(s). All shift swaps/replacements need to be approved by Scheduling Manager in advance. If you do not have enough PTO to cover an absence due to an illness, a doctor's note needs to be provided within 24 hours of the absence to avoid receiving attendance points according to this policy.

Failure to report to work for any two scheduled shifts without proper notice (see below, How to Call-Off) will be considered job abandonment and the employee will be deemed to have voluntarily resigned employment and employment will be terminated immediately after failing to report a second time for a scheduled shift without proper notice.

- **Late** - defined as being more than 5 minutes late. *If you are late for your shift, you may not have a route assigned to you and therefore sent home for the day and receive attendance points.*
- **Schedules** – are posted 2-4 weeks in advance, all scheduled shifts are your responsibility.
- **Paid Time Off** – Employees must give at least 7 calendar days' advance notice before taking PTO for any reason, including PTO used for paid sick leave reasons when the need is foreseeable, and need to be approved. When an employee takes an entire day off as PTO, 10 hours of PTO will be recorded. If you don't have PTO to use and are sick, providing a doctor's note will be acceptable otherwise attendance points will be given.
Don't schedule a vacation or buy plane tickets before days off are approved by Scheduling Manager. No Requests for PTO will be approved during peak business times (October – December and any Amazon Prime Days). All PTO requests need to be submitted into ADP and will be approved or rejected prior to each week's payroll cycle. PTO cannot be used to make up non-scheduled days of work or bring up time to weekly standard hours. Employees may not use PTO when an employee has been suspended or otherwise placed on leave for disciplinary or investigatory reasons.
- **Paid Sick Leave Certification** – Employees who use PTO for paid sick leave reasons and are absent for more than 3 consecutive scheduled work days must provide the Company