

with certification from a licensed health care provider or other proper certification that the absences were for paid sick leave reasons.

How to Call Off:

You must contact Desiree 773-720-5661 via telephone call, text message or in the Sling App before 12pm Noon, the day before your shift and receive confirmation back. Calling off after 12pm before the next day shift is not acceptable notice and will count as an UNEXCUSED ABSENCE on your attendance points unless (1) the absence is related to paid sick leave reasons, (2) the need was not reasonably foreseeable and (3) the employee gave notice as soon as is practicable on that day in accordance with this Policy. (Note: "reasonably foreseeable" needs for leave include, but are not limited to, vacations, birthdays, holidays, prescheduled appointments with health care providers, court dates in domestic violence cases, and other prescheduled appointments or events.) If you text or message and do not receive a message back, you are responsible for working your assigned shift or finding your own replacement for the shift.

What doesn't count as a call off:

- Calling off after 12pm the previous day for next day's shift
- Calling off and not receiving a response of confirmation
- Calling off in the group (Sling App)
- Dropping a shift or swapping a shift without a replacement (unless call off is for paid sick leave reasons)
- If calling off for Paid Sick Leave reasons, you need to say so in your communication and also verify that you have enough PTO to cover your absence.

Attendance Points accumulate for 60 days, after 60 days the oldest points fall off your record. If 5 or more attendance points are reached in any consecutive 60 day period, this will result in termination of employment with BTK Rush Inc. You will receive a text message for each policy infraction.

Points	Policy Infraction
1	Late more than 5 minutes
3	Call Off with no replacement after 12pm*
4	No Call No Show (2 = job abandonment)

* Unless call off is for Paid Sick Leave reasons.

***The Company reserves the right to make final decisions on any attendance points or other corrective action on a case by case basis. The Company management reserves the right to adjust and update this policy when necessary, and will relay any changes to this policy in a timely and in accordance with applicable law.*

Employee Printed Name

Date

Employee Signature