



BTK RUSH INC.

ATTENDANCE POLICY

PURPOSE

Reliable attendance is an essential function of every position at BTK Rush Inc. Our ability to meet customer expectations, maintain contractual obligations with Amazon, and operate efficiently depends upon employees reporting to work as scheduled and on time. Employees are expected to maintain reliable attendance, report for all scheduled shifts, and be prepared to begin work at their assigned start time. This policy complies with all applicable federal, state, and local laws, including Illinois Paid Leave and Chicago Paid Sick Leave requirements where applicable.

EMPLOYEE RESPONSIBILITY

Employees are responsible for:

- Reporting to all scheduled shifts on time.
- Monitoring their schedules and work assignments.
- Maintaining reliable transportation to and from work.
- Communicating attendance issues promptly.
- Following all call-off and absence reporting procedures.
- Understanding that staffing requirements directly impact customer service, route completion, and Company operations.

Employees receive training regarding attendance expectations during onboarding, orientation, policy review sessions, and ongoing management communication. Compliance with attendance requirements is a condition of employment.

WORK SCHEDULES

- Employee schedules are generally posted at least two (2) weeks in advance.
- Once posted, scheduled shifts become the responsibility of the employee.
- Employees are expected to remain available for their assigned schedules and make reasonable efforts to avoid attendance conflicts.
- The Company reserves the right to modify schedules as operational needs require.

MANDATORY PEAK AND PRIME EVENT SCHEDULING

During Amazon Prime Events, Peak Season, holiday operations, and other designated high-volume operational periods, employees are required to work a mandatory five (5) day workweek.

- Employees will be notified in advance when mandatory scheduling requirements are in effect.
- Failure to report for scheduled shifts during designated Peak or Prime periods may result in disciplinary action, point assignments, or termination of employment.
- Employees who knowingly fail to report for assigned shifts during designated Peak or Prime periods after receiving notice of scheduling requirements may be deemed to have willfully disregarded their attendance obligations and Company operational needs.



REPORTING AN ABSENCE

- Employees who are unable to report to work must provide notice as early as possible.
- Unless the absence qualifies for legally protected leave or paid sick leave, employees must notify the Company before 12:00 PM on the day prior to the scheduled shift.
- Approved methods of notification include:
 - Call or text Desiree at 773-720-5661
 - Message Desi through the Sling App
- Employees are responsible for ensuring their notification is received.
- Employees must receive confirmation that the absence has been acknowledged and accepted.
- If confirmation is not received, the employee remains responsible for reporting to work or obtaining additional confirmation.

LAST-MINUTE ABSENCES

- Employees who call off after 12:00 PM on the day prior to a scheduled shift without an approved reason will receive attendance points under the Company's Performance Points Policy.
- Repeated last-minute call-offs will be considered evidence of attendance unreliability and will result in additional disciplinary action.

NO-CALL / NO-SHOW

- A No-Call / No-Show occurs when an employee fails to report to work and fails to notify the Company before the start of their scheduled shift.
- Two No-Call / No-Show consecutively will be considered Job Abandonment and will result in immediate termination of employment.
- Employees who fail to report to work without notification after accepting a scheduled shift will be deemed to have willfully disregarded their attendance obligations.

ATTENDANCE POINTS

Employees who accumulate five (5) points within any rolling sixty (60) day period may be subject to termination under the Performance Points Policy.

Examples include:

- 1 Point: Reporting more than five (5) minutes late for a scheduled shift.
- 3 Points: Calling off after 12:00 PM on the day prior to a scheduled shift without an approved reason.
- 4 Points: No-Call / No-Show.

PROBATIONARY PERIOD

Any attendance violation occurring during an employee's probationary period (First 90 days of employment) may result in immediate termination of employment.

PAID SICK LEAVE

- Employees may use accrued paid leave or paid sick leave for qualifying reasons as provided by applicable law.
- Employees should provide advance notice of foreseeable absences.
- If advance notice is not possible, employees must notify the Company as soon as practicable.
- If an employee is absent for more than three (3) consecutive workdays for a qualifying medical reason, the Company may request documentation consistent with applicable law.



VACATION AND PTO REQUESTS

- Vacation and PTO requests should be submitted at least 14 days in advance whenever possible.
- Vacation and PTO requests are subject to operational needs and management approval.
- Employees should not make non-refundable travel plans until PTO has been approved.
- Due to operational demands, PTO requests will be restricted during Peak Season, Amazon Prime Events, holiday operations, or other designated high-volume periods.

WILLFUL DISREGARD OF ATTENDANCE REQUIREMENTS

Employees are expected to comply with attendance requirements and scheduling obligations.

The following may constitute misconduct or willful disregard of Company standards:

- Repeated attendance violations after coaching, warnings, or disciplinary action.
- Repeated late arrivals.
- Repeated last-minute call-offs.
- Failure to report for scheduled shifts after accepting assignments.
- Failure to follow absence reporting procedures.
- Providing false or misleading information regarding an absence.
- Attendance conduct that disrupts operations, route coverage, customer service, or Company obligations.

Employees who repeatedly fail to meet attendance expectations after receiving coaching, warnings, or corrective action may be subject to additional disciplinary action up to and including termination.

COMPANY RESERVATION OF RIGHTS

BTK Rush reserves the right to determine, based upon the facts and circumstances of each situation, whether an attendance violation constitutes misconduct, job abandonment, unreliability, willful neglect of duties, or willful disregard of Company standards.

This policy does not alter the at-will employment relationship and may be modified by BTK Rush at any time.

EMPLOYEE ACKNOWLEDGMENT

I acknowledge that I have received, read, and understand the BTK Rush Attendance Policy. I understand that reliable attendance is an essential function of my position and that compliance with attendance requirements is a condition of employment.

Employee Signature

Printed Name

Date