



BTK Rush Inc. Supplemental Attendance Policy

BTK Rush Inc. is committed to reliable, on-time service for Amazon deliveries. To meet this commitment, employees are expected to report for all scheduled shifts on time and as assigned.

This policy complies with all applicable Illinois and City of Chicago labor laws, including those related to paid sick leave.

General Rules

- Employees must report for their assigned shifts on time.
- Schedules are posted at least 2 weeks in advance. All scheduled shifts are the employee's responsibility.
- If an employee will miss a shift, they must provide notice before 12:00 PM the day before the shift.
- If the absence is for a paid sick leave reason, employees must notify the company as soon as practicable if advance notice is not possible.

How to Report an Absence

- Contact: Call or text Desiree at 773-720-5661 or message via the Sling App.
- You must receive confirmation that your absence is noted.
- If you do not receive confirmation, you are responsible for covering your shift or reporting to work.

Attendance Points

- 1 Point: Late arrival (more than 5 minutes late).
- 3 Points: Call off after 12 PM the prior day without a replacement (unless for paid sick leave reasons).
- 4 Points: No call / no show (2 no call / no shows = job abandonment).
- Points expire 60 days after the date of the violation.
- Accumulating 5 points in any 60-day period will result in termination.
- Employees will be notified of any points issued via their provided email.
- Any Attendance violations during Employee's probationary period will result in automatic termination.

Paid Sick Leave

- You may use accrued PTO for paid sick leave reasons as protected by law.
- If absent more than 3 consecutive workdays for paid sick leave reasons, certification from a healthcare provider may be required.
- PTO requests for foreseeable absences should be submitted at least 7 days in advance.

Other Notes

- Vacation and PTO requests must be approved before making travel plans. PTO may not be used during peak periods (October-December and Amazon Prime Days).
- BTK Rush Inc. reserves the right to review and update this policy as necessary, and will communicate changes in compliance with applicable law.
- Final decisions regarding points or corrective actions are made on a case-by-case basis.

Employee Acknowledgment:

Printed Name

Signature

Date