

Local Policy - Gladstone
Effective : 7/1/17

Perfect Attendance Policy

The purpose of this policy is to recognize and reward employees who have perfect attendance and miss no scheduled work. This policy will be reviewed at least annually by leadership and the policy committee to ensure effectiveness. This policy can be modified, discontinued, or continued based on the team's recommendation.

Guidelines.

Employees who work all of their assigned work in each quarter (Jan 1-March 31 = Q1, April 1-June 30 = Q2, July 1-Sept 30 = Q3, and Oct 1-Dec 31 = Q4) will receive \$100. Employees who miss no assigned work in the calendar year will receive an additional \$100 for a total of \$500 for the year. *(For 2017 midyear implementation, Employees who miss no assigned work from 7/1/17-12/31/17 will receive an additional \$50 for a total of \$250 for 2017).* Any non-compensable time missed will render the employee ineligible for the quarter and the additional \$100 annual perfect attendance bonus. Paid funeral leave, approved vacation, and Jury Duty are compensable, and do not disqualify an employee from the perfect attendance award.


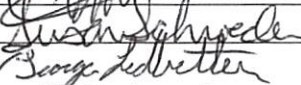
Examples of absences that disqualify an employee from the perfect attendance award are: Tardy, Out Early, Sick, FMLA, Unpaid Funeral Leave, Unpaid Personal Leave, Short Term Disability, etc.

Examples of absences that don't disqualify an employee from the perfect attendance award are: Vacation paid, FMLA Vacation paid, bereavement paid, military duty, jury duty,

Eligibility. In order to be eligible for a perfect attendance award the employee must be a full time employee at the time of payout. Full time Faurecia hourly employees must be employed by Faurecia on the first and last day of the quarter to be eligible for the quarterly bonus. To be eligible for the additional \$100 annual bonus the employee must be employed by Faurecia on January 1 through December 31.

Procedure. Upon the completion of a Quarter, HR will issue \$100 to each employee who has successfully met the requirements of the Quarterly Perfect Attendance Award. At the completion of the calendar year HR will review those qualifying for the annual \$100 bonus. All awards will be paid through payroll and funds will be grossed up.

Developed by: Gladstone Local Policy Committee

Approved by	Title	Signature	Date
Frederic El-Ahdab	Plant Manager		7/29/17
Susan Schroeder	HR Manager	 <i>George Ledbetter</i>	7/29/17

Local policies will be reviewed annually by the policy committee.