



***ASE H.R. Policy 8008.04***

***EXEMPT EMPLOYEE***

***WORKING HOURS***

## REVISION HISTORY

Revision	Approval Cycle Document	Approval Date	Description of Change	Release Date
01	N/A	8/10/07	Initial Release	8/10/07
02		1/10/13	Add cover, revision history, and add time sheet policy.	1/11/13
03		1/6/15	Updated time sheet policy	1/9/15
04		2/24/17	Change to lunch break time slot, and elaboration on the approval process for working outside of normal operating hours.	2/24/17

## ***EXEMPT EMPLOYEE WORKING HOURS***

Your workweek runs from 12:01 a.m. Monday through midnight of the following Sunday. Normal hours of work may vary depending on your job assignments. If you have any questions regarding your schedule, be sure to ask your supervisor.

### **Hours of Work**

ASE's normal operating hours are 8:00am to 5:00pm, and our core business office hours are 9:00am to 4:00pm.

Some positions may require work outside these hours or weekend work, such as simulator technicians and simulator engineers who are scheduled in a 24/7 format. Due to the nature of our business your assigned work must be completed accurately and promptly, even if it requires additional time on your part. ***You must submit weekly time sheets electronically by 4:00 PM on Fridays.***

The Company recognizes the non-standard working hours in our business and the professionalism exhibited by our employees in the conduct of your work. Management understands that not every employee can adhere to our normal operating hours due to external factors. This being said, if you wish to adjust your schedule around our core hours, this must be preapproved by your Supervisor and/or Program Manager. If approved to work outside of normal operating hours, please reference the guidelines below:

Minimum work hours are 8 hours per work day, 40 hours per work week.

1. Your work day must include the hours from 9:00am to 4:00pm with an unpaid hour lunch break between the hours of 11:30am and 1:00pm.
2. You must work an additional 2 hours each work day between the hours of 7:00am and 9:00am and/or between the hours of 4:00pm and 6:00pm.

You must be considerate of your project team members and other employees by informing your supervisor, project team members and necessary employees of your work schedule. Because your attendance is vital to the Company, employees must adhere to the workday and office hours' policy. Employees who do not adhere to this policy will be subject to disciplinary action or possible termination.