

Policy:	Attendance	Policy Reference and Revision Number:	HR 014 Rev 000
Department:	Human Resources	Effective Date:	08/01/2021
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PURPOSE

To establish guidelines for punctual and regular attendance and to establish procedures for reporting absence, tardiness, or early departure associated with absences.

POLICY

- BWC Terminals (the “**Company**”) expects all employees to report to work promptly each scheduled workday at the applicable start time and to complete the full workday, as determined on a location-by-location basis.
- Paid Time Off (“**PTO**”) must be used for every absence not expressly provided by Company policy, such as the Leave of Absence policy, Bereavement, Jury Duty and similar policies.

PROCEDURE

- Employees are required to personally notify their supervisor of an anticipated or actual absence as far in advance as possible or as soon as they are aware of any situation that results in their inability to (i) report to work or (ii) report to work after their scheduled start time, unless due to a verifiable emergency situation preventing the employee from personally informing their supervisor.
- If multiple day absences are anticipated, employees are expected to inform their immediate supervisor prior to the first workday for which they will be absent and the length of such absence, provided however, if the absence duration is unknown, then prior to each workday, as directed by their supervisor.
- Notice of an absence or late arrival may be made by either a phone call or an email.
- Employees with three (3) consecutive days of excused absences because of illness or injury must provide proof of a physician’s care verifying:
 - a. the nature of the illness or injury,
 - b. if and when the employee will be able to return to work, if applicable, and
 - c. whether the employee is capable of performing their regularly scheduled duties and, if not, what duties the employee is capable of performing.
- Failure to provide the above-described proof of physician’s care, without an acceptable excuse, may subject the employee to disciplinary action up to and including termination.

ABSENCES

- All of the following conditions must be met in order to be considered an excused absence; otherwise, if any condition is not met, the absence is unexcused:
 1. Employee provides sufficient notice to their supervisor as follows, except as otherwise approved by an employee’s supervisor:

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- One (1) week (seven (7) days) for a scheduled absence of eight (8) hours or more.
 - Two (2) working days for a scheduled absence of less than eight (8) hours, except as otherwise provided for qualified leave under the Family Medical and Leave Act (“**FMLA**”) or as a reasonable accommodation under the Americans with Disabilities Act (“**ADA**”).
2. The absence was approved as credible or acceptable by their supervisor.
 3. The employee has sufficient accrued PTO to cover such absence.

ILLNESS

Employees unable to work or report on time due to an illness or an emergency must notify their supervisor no later than two (2) hours before the employee’s scheduled starting time on that same day. Employees that are unable to call may have someone else make the notification.

TARDINESS

Employees unable to report to work as scheduled must notify their supervisor no later than thirty (30) minutes after their regular starting time, which notice does not excuse the tardiness and is intended to notify the supervisor that a schedule change may be necessary.

FAILURE TO REPORT

Failure to report an absence for two (2) or more consecutive days, whether due to failure to notify or appear, may, at the Company’s sole discretion, be considered a voluntarily resignation. The employee may apply for subsequent rehire, which remains at the Company’s sole and absolute discretion.

CONFLICTS

To the extent that this policy conflicts with federal, state, and local laws, regulations or collective bargaining agreements, this policy shall, for application within the relevant jurisdiction, be deemed to be amended to comply with local laws, regulations or collective bargaining agreements.