ATTENDANCE BONUS POLICY

The company has established a bonus plan which enables you to earn an extra day's pay each month, if you work at least eight (8) hours each day, forty (40) hours per week, or the work schedule in force at the time, including overtime. Unexcused absences or tardiness will disqualify you from earning the extra day's pay. If there is a need for coming in late or leaving early during the week, please see your supervisor in advance.

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If you maintain an exceptional attendance record you will be recognized and will earn various meaningful rewards. Our Attendance Incentive Program provides perfect-attendance employees with monthly, quarterly and annual monetary awards. Your supervisor will fill you in on details.

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Your daily, on-time attendance is of prime concern to us. To encourage all employees to be dependable, (Company Name) provides extra vacation days to those who maintain a perfect attendance record from January 2 through July 31, our busiest times. Those employees will receive four additional paid vacation days to be taken at any time in the balance of the calendar year.

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You earn one bonus point for perfect attendance in anyone calendar month. Perfect attendance is defined as no absences, and no lates or left early's unless excused by a supervisor. When you have earned six bonus points, you will receive one Bonus Day. The Bonus Day equals one day off with pay or one regular day's pay, at your regular rate (including shift differential and longevity). Each time you earn the Bonus Day, you may choose, 8 paid hours off (scheduled with your supervisor) or 8 hours pay.

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