

6.16 SICK TIME/FREQUENT ABSENCE POLICY

Employees are granted nine sick days in a 365-day period. Employees may use singular or multiple sick days for any reason, however, when an employee is out three or more consecutive days, they must present management with a doctor's note before resuming work.

When an employee calls out of work for an unplanned day off, the employee must use a paid sick day (unless the employee is using FMLA, at which time the employee has the option to take the day paid or unpaid).

Employees may not utilize a vacation or personal day in lieu of a sick day.

If an employee exhausts all of their paid sick time, each subsequent call-out of time off (unpaid) will result in disciplinary action:

- 1st call-out (10th sick day out) – Verbal Warning
- 2nd call-out – First Notification
- 3rd call-out – Second Notification
- 4th call-out – Final Notification
- 5th call-out – Termination

Please note that DMI considers a call-out to be one or more consecutive unplanned days out.

6.17 LATENESS POLICY

To maintain a fair and productive work environment, DMI expects employees to be reliable and punctual in reporting for scheduled work. Employees arriving late for their scheduled work time can negatively impact both the business and other employees.

For every instance that an employee is late more than 3 times, they will be subject to disciplinary action.

DMI allows employees a 7-minute grace period from the time they are scheduled to start their shift. Employees arriving after the 7-minute grace period will be docked 15 minutes and considered late.

4th lateness– Verbal Warning

8th lateness– First Notification

12th lateness– Second Notification

16th lateness– Final Notification

20th lateness– Termination

DMI does not consider preapproved shift changes as a lateness. However, employees are responsible for letting their Supervisor/Manager or Human Resources know of any shift changes at least 24 hours prior to the start of their shift.