



## Attendance and reporting absences

### Tardiness / Excessive Absenteeism

Prompt and reliable attendance is expected. Tardiness and/or excessive absenteeism will not be tolerated. When an employee's absences, for whatever reason, become so frequent his or her services are of substantially reduced value, Front Range Roofing LLC may take any action it deems necessary up to and including termination. Absentee problems will be reviewed on an individual basis.

### Reporting Absences

All absences must be reported directly to your immediate supervisor as soon as you become aware you will be unable to report for work because of injury, illness or an emergency. Preferably, this notice shall occur at least one (1) hour before the beginning of the workday. If an emergency arises after you have left for work and thus you are unable to report for work as scheduled, you must notify your immediate supervisor as soon as possible. The mere fact you reported an absence does not excuse an absence.

### Employee Responsibility

You are responsible for notifying your supervisor when you are going to be absent. The excuse you asked another person, including but not limited to co-workers, to advise your supervisor of your absence is not acceptable. It is your responsibility to ensure management is properly notified and any failure to do so may result in disciplinary action being taken. However, in a situation where the absence is covered under the Family and Medical Leave Act of 1993, and you are unable to provide notice personally, notice may be given by your representative (i.e., spouse, family member or other responsible party).

### Documentation Required

Front Range Roofing LLC will request medical documentation, including any fitness-for-duty statement, only under the applicable leave policy and law. For Family and Medical Leave Act of 1993 leave, we require only documentation allowed by law.

### Medical, Dental, and Optical Appointments

You are encouraged to schedule medical, dental, and optical appointments, for yourself and/or your children, during off-duty hours to the extent possible. You are requested to make every effort, with your immediate supervisor's prior approval, to schedule such appointments either very early or very late in the workday as to minimize the disruption in workflow. If requiring 3 days off or more for a scheduled appointment, Front Range Roofing LLC requires 2 weeks' notice.

# Front Range Roofing Co.

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## ATTENDANCE AND CALL-IN RULES

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