

Weekenders USA Attendance/Punctuality Policy

Hours of Work

Regular office hours are 8:00 a.m. to 5:00 p.m. Monday through Friday. Regular Distribution Center hours are 6:30 a.m. to 3:00 p.m. Monday through Friday. Office employees have a one hour unpaid lunch and Distribution Center employees have a half hour unpaid lunch daily. Employees may take a fifteen-minute break in the morning and a fifteen-minute break in the afternoon. Break times are decided by each department supervisor/manager.

Attendance/Punctuality

Regular attendance and punctuality are an important part of a satisfactory job performance. Excessive absenteeism and tardiness are not acceptable attendance standards. An employee who is unable to come to work or who will be late should notify his/her supervisor within one hour of the scheduled starting time. When an employee has been absent two consecutive work days and has failed to communicate the reason for the absence to management, the position will be considered abandoned and employment voluntarily terminated by the employee. Unpaid time off that does not qualify under the FMLA is generally not granted. Exceptional circumstances will be reviewed by management.

Perfect Attendance

Recognizing the importance of attendance for efficient business operation, Weekenders may reward a full time employee with two days of pay at the end of a calendar year for perfect attendance. Employees must have completed a full calendar year to be eligible for this benefit. Absences for vacation, holidays, paid bereavement leave and paid jury duty as defined in the employee manual or the Family and Medical Leave Act will not be counted against eligibility for perfect attendance. Absences for personal time will be counted against perfect attendance.

Weekenders has policies regarding Vacation and Personal Time, Holidays, Bereavement Leave, and Leave of Absence which are not defined in this document. For more information on these policies please contact Richard Goone by email at rickg@us.weekenders.com or by phone at 847-478-0077.