

ATTENDANCE AND PUNCTUALITY

Policy Overview

Punctual and regular attendance is an essential responsibility of each employee at Myriad. Occurrences such as late arrival, early departure, or failure to report to work as scheduled are disruptive and should be avoided. Employees may not start or stop work or prepare to leave work before the specified time, and employees may not leave Myriad premises before the end of the scheduled workday without approval from their supervisor. Employees should not be on Company premises unless authorized. Myriad reserves the right to use its discretion in applying and interpreting this policy under special or unique circumstances or as required by applicable law.

Policy Details

PTO must be requested 14 days in advance. Certain types of leave may be used in the case of emergency or sudden illness without prior scheduling with approval from Human Resources. Patterns of absenteeism or tardiness may result in discipline up to and including termination. PTO and other leaves of absence as well as illnesses or injuries that qualify under the Family and Medical Leave Act (FMLA) or the Americans with Disabilities Act (ADA) are not counted against an employee's attendance record. Absences protected under federal or state law will not result in an occurrence. Any occurrence of late arrival, early departure, or failure to report to work should be recorded and will be considered an "occurrence" for the purpose of this policy.

Tardy: A tardy arrival or early departure is considered an occurrence.

Absences: If an employee provides at least 2 hours notice to their manager of an absence prior to the scheduled work time, the absence may be excused if the manager considers it justifiable. Excused absences will still be considered in determining excessive absences. Excused absences do count as an occurrence unless protected by applicable law.

Unexcused Absences: If an Employee is absent without prior notice to their manager or without having provided at least 2 hours notice to their manager prior to the scheduled starting time, the absence may be considered an unexcused absence and recorded on the attendance record. If upon return to work an employee offers satisfactory proof that the unexcused absence was justifiable, the manager may then change the employee's record accordingly.

Occurrences are counted in a rolling six-month period. Coaching sessions are held when occurrences are excessive to ensure the employee is aware of their current attendance standing and the attendance policy and consequences of violation.

Excessive occurrences (absences and tardiness whether excused or unexcused) may subject an employee to discipline, including immediate termination.

Nothing in this policy changes the employment at-will relationship. Any employee that has a pattern of poor attendance may be subject to disciplinary action even if the individual does not have 8 occurrences during a 6 month period as set forth below.

As a general rule, Myriad follows the following guidelines with regard to occurrences (though the Myriad retains the discretion to take any disciplinary action it deems needed under the circumstances):

- Any employee who has **four (4) occurrences** during any six (6) month period may receive a written warning.
- An employee who has **seven (7) occurrences** during any six (6) month period may receive a final warning.
- If an employee has a total of **eight (8) occurrences** during any six (6) month period (whether they have received coaching/warnings or not), then the employee may be terminated for excessive occurrences (unless prohibited by law).

No-call/No-show

Not reporting to work and not calling to report the absences is a no-call/no-show and is a serious matter, creating increased burden on the team and impacting the business. These absences are considered unexcused. Two unexcused absences within a six-month period can subject an employee to immediate termination.

Any employee absent for 2 consecutive days without notifying their manager will be considered to have abandoned their position and voluntarily terminated employment.

Nothing in this policy alters an employees at-will relationship with the company or guarantees that they will receive a certain number of occurrences prior to termination. Management reserves the right to terminate any employee who shows a pattern of poor attendance or fails to follow the proper call in procedures.