

on. Departure from work prior to the end of a work shift may also be considered an occurrence.

Sick Leave	Absence from work due to a non-work related illness or injury. May be in a paid or non-paid status.
Unauthorized Leave	Unauthorized absence from work for any reason other than illness or injury.
Work Injury Leave	Absence from work due to a work-related illness or injury. May be in a paid or non-paid status.
Tardy	Failure to be in one's designated report location or work area and ready to perform work at the start of the employee's scheduled shift.
Miss-Out	Failure to properly notify the Company of an absence or tardiness within the guidelines established by the employee's department or failure to have a valid excuse for the failure to report at the time of call-in.
Counseling	A verbal or written communication that is not considered a disciplinary action.
Reprimand	A verbal or written communication that is considered a disciplinary action.
Suspension	A disciplinary action resulting in removal of employee from the job for a designated period of time without pay.
Termination	A disciplinary action resulting in the employee's termination of employment.

ATTENDANCE RECORD REVIEW

Each employee's attendance record for the previous twelve month period will be reviewed at regular intervals by supervision.

The following absences will be considered when reviewing an attendance record:

1. Sick Leave
2. Unauthorized Leave
3. Miss-Out
4. Tardy

The following absences will not be considered when reviewing an attendance record:

1. Work Injury Leave (approved by Workers Compensation Department)

2. Vacation Leave - Time off work utilizing accrued vacation leave, and previously authorized.
3. Holiday - Time off work due to a recognized legal holiday, or due to a previously authorized floating holiday.
4. FMLA/Pregnancy Disability Leave – Absence from work on approved Family and Medical Leave (“FMLA”) or pregnancy disability leave. Medical documentation may be required, per the law.
5. Sick Leave for Family – Absence from work for which the employee has requested and been approved to use paid sick leave to care for the employee’s child, parent, spouse or domestic partner, as those terms are defined by law, unless the employee’s time for this purpose has exceeded one-half of the amount of sick time the employee will accrue in that calendar year. Medical documentation may be required, per the applicable law.

APPLICATION OF THE ATTENDANCE POLICY

Absences from work, miss-outs, and tardiness are all attendance related issues. It is generally accepted that, in most cases, the employee has control over tardiness, and the ability to properly notify the Company of an inability to report to work as scheduled. For this reason, absence and tardiness/miss-outs are governed by different criteria in this Attendance Policy.

ABSENCE (that does not meet the exceptions outlined above)

1. When an employee reaches the fifth (5th) occurrence in a twelve (12) month period, such employee shall receive a documented verbal warning. The employee is formally notified that the attendance record is unsatisfactory, that this is the first step of progressive discipline, and that failure to correct the absenteeism will result in further discipline.
2. When an employee reaches the tenth (10) occurrence in a twelve (12) month period, such employee shall receive a letter of reprimand. The employee is notified that the attendance record has continued to be unsatisfactory and that failure to correct the absenteeism will result in further discipline up to and including suspension.
3. When an employee reaches the fourteenth (14) occurrence in a twelve (12) month period, such employee shall receive a letter of reprimand including a suspension without pay between one and five days. The employee is notified in writing that the attendance has continued to be unsatisfactory and that this warning is the last disciplinary step before termination of employment.
4. When an employee reaches the eighteenth (18) occurrence in a twelve (12) month

period, such employee will be terminated.

In addition to enforcing the foregoing standards, SDTI reserves the right to discipline an employee who establishes a pattern of sick leave abuse, including, but not limited to, calling in sick, or otherwise missing work, in conjunction with weekends, vacation, or holidays, and/or using sick leave on a monthly basis as it is accrued. An employee may be progressed to the next level of discipline if the employee's absenteeism rate remains at a consistent unacceptable rate (i.e. maintains the same high number of absences on record) over a period of time.

The foregoing standards will be applied by reviewing each employee's attendance for a revolving twelve month period.

Falsification of sick leave will result in immediate termination of employment without the benefit of progressive discipline.

TARDINESS/MISS-OUT

In the event an employee is late reporting for work, or fails to properly notify the Company within the stipulated time limits that he/she will be unable to report for work as scheduled, or fails to have a valid excuse for the failure to report at the time of the call-in:

1. On the first occasion in a twelve (12) month period, the employee will receive a letter of reprimand. The employee will be advised that further occurrences will result in progressive discipline.
2. On the second occasion in a twelve (12) month period, the employee will receive a second letter of reprimand and a one day suspension without pay.
3. On the third occasion in a twelve (12) month period, the employee will receive a third letter of reprimand and a one day suspension without pay.
4. On the fourth occasion in a twelve (12) month period, the employee will receive a letter of reprimand and one day suspension without pay. The letter of reprimand will state that upon the fifth occurrence in a twelve month period such employee shall be terminated.
5. On the fifth occasion in a twelve (12) month period, the employee will be terminated.

SEMI-ANNUAL REVIEW

During the months of January and July of each calendar year, each employee will receive a summary of his attendance record for the previous six month period. Failure to receive said summary will not absolve employee from keeping track of and monitoring their attendance record.

EXTENUATING CIRCUMSTANCES

The Company retains the right to modify any of the above absence, miss-out, or tardiness disciplinary steps, or not issue, or delay, any of the above steps on an individual basis based on extenuating circumstances on a non-precedent setting basis.

TRANSITION FROM FORMER POLICY TO THIS POLICY

The new definition of occurrence (as set forth above) will start on May 2, 2010.