

## Finger Lakes Fresh Paid Time Off Policy

Running the Finger Lakes Fresh greenhouse is a 7 day week operation and each position is an important piece of running the operation. In order for the business to run proficiently, it is important that all employees adhere to the Paid Time Off (PTO) Policy with good attendance and punctuality. Excessive absenteeism and tardiness have a negative effect on running the operation and on fellow employees.

Effective July 11, 2011, Finger Lakes Fresh employees will be allowed 10 paid time off days per calendar year to be used as either sick, vacation or personal time. If an employee wants to take the holiday off, he or she must use one of their PTO days. With the exception of a sick PTO day, all PTO (holidays included) must be approved in advance so the manager can arrange for back up coverage.

- In the event an employee is not able to report on time, or if they are not able to report for work, the employee is required to notify the FLF supervisor at 607-279-1204 and the general FLF voice mail system 607-347-6767. A message can be left on the FLF voicemail but the employee must continue to call until they Speak with their supervisor. Employees must bring in a doctor's note in the event they call in two consecutive sick PTO days.
- An employee's absence will be considered excused if the employee provides proper and timely notification to their supervisor and their supervisor confirms that the time off is acceptable.

As a guideline, FLF has determined that any of the following may be considered excessive absenteeism and subject to disciplinary action:

- An employee's absence will be deemed unexcused when an employee fails to call in and does not speak with their supervisor, provides late notice, and fails to give advance notice for an absence which could be anticipated, or exceeds the number of PTO. Unexcused absences are subject to corrective discipline or termination as defined below.
- Excessive absenteeism is defined as one or more instances of unexcused absences in a calendar month and is subject to corrective discipline. Any four occurrences of unexcused absenteeism in the prior 12 month period are considered grounds for discharge.
  - o Examples of an unexcused absence are exhausting PTO and expecting to take time off without pay, any regular pattern of absences such as an unusual number of absences before and after a regular day off, excessive breaks and tardiness.
- Employees who are absent from work for three (3) consecutive days without notice to the supervisor will be considered as voluntarily resigned without notice and will lose any separation benefits.
- In the event an employee reports to work late, he or she will not be paid for time missed.
- Excessive tardiness or unexcused absenteeism shall be subject to corrective discipline up to and including termination. Excessive tardiness or absenteeism will be treated according to the following outline:

Occurrences can be one or a combination of the bulleted areas above:

- 1 occurrence = verbal warning
- 2 occurrences = written warning with a negative reflection in an individual's performance evaluation
- 3 occurrences = one day suspension without pay and final warning
- 4 occurrences = discharge

| PTO will not be permitted to carry over into the New Year.

Reviewed July 2011