

# Excellent Attendance Recognition Program

## General Policy

Employees who have excellent attendance for an entire calendar year set an example for all other employees to aspire to. Employees who meet the standards for excellent attendance should be recognized for their significant accomplishments and for their contributions in assisting ABX in obtaining its customer service goals.

## Purpose

ABX places a high value on excellence in attendance. Being able to rely on employees to report to work every day helps to ensure that high levels of customer service are maintained. ABX formally recognizes employees with excellent attendance as it enhances employee morale, company productivity, and the quality of service provided to our customers.

## Definition of Excellent Attendance

Excellent attendance is defined as having zero (0) occurrences or only one day of absence in a calendar year.

- An absence for full-time employees =time away from work of two or more hours.
- An absence for part-time employees =time away from work of 45 minutes or more.
- Absences which do not count as occurrences are: approved FML, Bereavement Leave, Military Leave, Jury Duty, and Certified Workers Compensation Leave, provided it is also approved FML Leave.

## Employee Role & Responsibility

Employees who achieve excellent attendance are expected to take off their Excellent Attendance Award Day(s) and enjoy them!

## Management Role & Responsibility

- Maintain accurate attendance records for employees.
- Develop and implement ways to recognize employees with excellent attendance. Recognition of employees with excellent attendance should be done throughout the year. Employees who achieve excellent attendance over incremental periods (monthly, quarterly, semi-annually), should be recognized for their efforts and encouraged to move toward greater attendance goals. Examples of recognition include but are not limited to drawings for gifts/gift certificates, lunch with management, recognition at employee meetings, and letters from management.

## Eligibility

Eligible employees are:

- Non-exempt employees.
- Exempt employees non-management.
- Hourly employees.
- Employees must have been employed for a full calendar year (January 1 – December 31).

Employees must have excellent attendance for the entire calendar year.

## Awards

Awards for excellent attendance are distributed in the first quarter following the calendar year as follows:

Years of Excellence	1-2	3-4	5	6	7	8-9	10+
Certificate & pin	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Excellent Attendance Award Day(s)	1	1	2	3	4	5	5
Attendance Award Banquet	NA	Yes	Yes	Yes	Yes	Yes	Yes
Award	NA	NA	\$100	\$125	\$150	\$175	\$200

Excellent Attendance Award Days must be used by December 31 of the year in which they are awarded.

Outbased employees receive a \$50.00 check in place of the Annual Attendance Banquet.

Employees who experience lapses in excellent attendance may be eligible for reinstatement of previous years of excellent attendance providing:

- An employee must have previously had at least three consecutive years of excellent attendance under this program.
- An employee subsequently completes one year of excellent attendance.
- No more than two years of ineligibility for this award have lapsed.
- Example: an employee with five years of excellent attendance experiences two consecutive years in which they are ineligible for excellent attendance. The following year the employee has excellent attendance. The employee's five years are reinstated and now he or she has six years of excellent attendance.

**Employees who think they may be eligible for past years credits must contact their supervisors who will contact Employee Relations to research and address.**

*The above policy guidelines should be followed unless exceptional circumstances are documented.*