

ATTENDANCE POLICY

Introduction: As with any company, Oshkosh Truck expects employees to be reliable and have regular attendance. However, Oshkosh Truck also understands that there are circumstances beyond an employee's control that can create the need to miss work. For this reason, we have developed an attendance policy that allows employees to take time off for legitimate reasons when necessary. This policy is also designed to address employees whose absences become excessive.

This policy is a no-fault attendance policy with a point system. When an employee misses work, points will be accumulated. Employees should understand that having a small number of points on their record is not detrimental. In fact, Oshkosh Truck expects employees may miss work occasionally for legitimate reasons. However, when the points become excessive, the matter will be addressed.

Points Assessment: (exemptions are listed below)

Tardy	½ point	<ul style="list-style-type: none">• Arriving after the start of your shift up to a maximum of thirty (30) minutes
Early Out	½ point	<ul style="list-style-type: none">• Punching out or leaving work early, up to a maximum of one hour before the end of your shift
Leave & Return	½ point	<ul style="list-style-type: none">• Absences less than four hours where the employee leaves after the start of the shift and returns prior to the end of the shift
Absence	1 point	<ul style="list-style-type: none">• Arriving more than thirty (30) minutes after the start of your shift• Punching out or leaving work early more than one hour before the end your shift• Missing a full day for any reason (except for exemptions listed below).• Each day of a consecutive absence will count as one point per day unless verified by a doctor. Consecutive absences of up to three days that are verified by a doctor will be reduced to one point. Each day's absence verified by a doctor beyond three days will be an additional ½ point. Failure to provide doctor verification immediately upon return to work will result in a point for each day.• Absences greater than four hours where the employee leaves after the start of the shift and returns prior to the end of the shift

Exemptions to the assessment of points: Qualifying family or medical leave, bereavement leave, military leave, scheduled vacation, jury duty, paid leave, A&S, and worker's compensation.

Discipline:

- Points are accumulated for a consecutive / rolling 12-month period.
(Example: an employee receives a point on March 14, 2007. That point will be removed from their record after March 14, 2008)
 - 7 points = Written warning**
 - 8 points = Final written warning**
 - 9 points = Termination**
- Where an employee has not been absent for all or any part of a day for a period of ninety (90) consecutive calendar days, his/her most recent absence will be stricken from his/her record for disciplinary purposes.
- Three consecutive days no call / no show will be considered a voluntary quit.