

ATTENDANCE POLICY

Heartland Industries, Inc., Hearth Residential Homes, Inc., Adult Life Programs and Montana Achievement Project (All listed companies will be collectively known as the "Company".) counts on you to be present and on-time to keep the Company active. Wherever you work, you are essential to the day-to-day running of the operation. If you work in direct care, the consumers that you serve are vulnerable and cannot be left unattended. Your colleagues also depend on you to be present and timely. Therefore, you are expected to be regular in attendance and prompt in reporting for work. *Remember: If you're even one minute late, you're LATE! You must always punch in using the time clock, unless you have made alternate arrangements with your supervisor.*

WORK REQUIREMENT STANDARD/REPORTING FOR SCHEDULED SHIFTS

All employees are scheduled by the agency to work scheduled shifts. All employees are required to report for scheduled shifts and complete their assigned shifts at the assigned times unless they have an excused absence pursuant to agency policy or applicable law. This is the agency's Work Requirement Standard. Failure to follow this standard shall result in a work violation and the employee will be subject to disciplinary action (Refer to General Disciplinary Rules in Employee Handbook).

PLANNED ABSENCE

An employee wishing to take a time off shall complete a Time off form and submit the form to their supervisor at least fourteen (14) business days prior to the date requested off. Approval is at the Company's discretion and will be based on factors including agency need and staffing requirements.

Employees whose time off request is denied are not authorized to take the time off without pay. Unless granted time off, employees shall be required to work scheduled shifts. Failure to do so shall be a "No Call, No Show". This is a work violation and will subject the employee to disciplinary action (Refer to General Disciplinary Rules in Employee Handbook).

Administration Personnel requests for time off must have adequate Administration on site to cover this request. Only one Administration is allowed off at any given day. Administration requests must be approved by each site's designated person and sent to Barb for approval prior to the time off.

UNPLANNED ABSENCES

In the event an employee is ill and cannot work, the employee shall be required to give a minimum of a ten (10) hour notice to the employer when calling out sick. The phones are answered 24 hours per day. Employee shall speak to or leave a voice mail with the Site Director/Supervisor.

If you must leave your shift early because of an emergency, obtain permission from your supervisor prior to leaving. When an employee fails to give the required notice within the time limit, they shall be considered "No Call, No Show". This is a work violation and the employee shall be subject to disciplinary action unless the absence is protected by applicable law such as an absence subject to a leave granted under the Family and Medical Leave Act (FMLA). Refer to General Disciplinary Rules in Employee Handbook.

All unplanned absences will be documented on an employee warning document. The first unplanned absence of the quarter is a freebie, so it will state the date of the freebie and that it is a first absence. The second unplanned absence of the quarter will be documented as a verbal warning. We will write the date of the absence along with "verbal warning". The third unplanned absence of the quarter will be a written warning, documented as such on the warning document. Following the third warning, if there are continued unplanned absences, this would result in an automatic termination of employment.

The above disciplinary events and process do not apply to absences taken for reasons protected by law, such as, for example, FMLA leave days. We will also not apply these disciplinary events and process if you present a document from a health care provider noting a reasonable medical basis for your absence.

OTHER REASON(S) An employee calling out from an assigned shift or leaving an assigned shift early for any other reason shall be considered "absent without prior approval". This is a work violation and the employee shall be subject to disciplinary action (Refer to General Disciplinary Rules in Employee Handbook).

TARDY An employee who arrives late for an assigned shift shall be logged as absent. An employee who is not present at work when shift begins is late! Continued Tardiness shall result a work violation and the employee shall be subject to disciplinary action (Refer to General Disciplinary Rules in Employee Handbook).

FINDING YOUR OWN REPLACEMENT When you are scheduled to work and you need time off, you are responsible for finding your own replacement. Your replacement must sign the Time Off Request Form, acknowledging that they have agreed to work for you. If your replacement signs the Time Off Request Form and then fails to report to work, it will be counted as an absence for the replacement.

School Activities Leave

Under the Minnesota School Conference and Activities Leave Act (FMLA if it applies) employees are entitled to up to 16 hours leave during any 12-month period to attend school conferences or classroom activities related to the employee's child, provided the conferences or classroom activities cannot be scheduled during non-work hours. If an employee's child receives child care services or attends a pre-kindergarten regular or special education program, the employee may use the leave time to attend a conference, or activity related to the employee's child, or to observe and monitor the services and program, provided the conference, activity or observation cannot be scheduled during non-work hours.

When the need for leave under this section is foreseeable, the employee must provide the Company reasonable prior notice of the need for leave and make a reasonable effort to schedule the leave so as not to unduly disrupt operations. Notice of the need for leave under this section should be provided by completing and submitting a Time Off Request Form.

ATTENDANCE POLICY ACKNOWLEDGEMENT FORM

I have read and understand the rules and guidelines as set forth in the Company Attendance Policy. I realize that any violation of this policy, as set forth on the previous page, will result in disciplinary action, up to and including termination.

I understand that this policy is intended only as a general reference and not as a full statement of the Company's procedures, and that this policy supersedes any and all previous policies and procedures distributed to employees. I further understand that Company retains the sole right to modify or cancel in whole or in part any of its personnel policies at any time.

I understand that this policy is not an employment contract between me and the Company. I further understand that my employment with the Company is at-will, meaning I have the right to terminate my employment at any time, for any or no reason, and that the Company has the same right.

I also understand that this signed acknowledgment form will be placed in my personnel file.

Employee Signature

Company Representative

Date