



## ATTENDANCE STANDARD

Each Kelly Services employee is expected to maintain an acceptable attendance record being reliable and punctual in reporting for work as scheduled. Good attendance and punctuality demonstrates your commitment to your role and directly contributes to our team's effectiveness and productivity. Excessive absenteeism or an inappropriate pattern of occurrences places a hardship on the effectiveness of the team and **will not be permitted**.

**First 30-Day Expectation:** It is very important that you do not occur any unexcused absences during the first 30 days on assignment. If you need to request time off for commitments confirmed prior to your start date, please let your Kelly TA know as soon as possible.

### ➤ Tracking Attendance

Attendance is tracked as an occurrence, there are two types of attendance occurrences: Excused and Unexcused. An unexcused absence is defined as missing work, arriving late, and or leaving early without following the reporting- call out procedure, not calling (no-call, no-show), or taking time off without approved timely authorization.

Occurrences are counted as half and whole points	
A full day unexcused absence	1.0 - occurrence
An unexcused tardy/late arrival	0.5 - occurrence
An unexcused early departure	0.5 - occurrence

**A maximum of 6 occurrences will be allowed each rolling calendar year.** In the event an employee is exhibiting a negative unbecoming attendance pattern, corrective action plan will be reviewed. **Unsatisfactory attendance may lead to the end of your assignment at RTX- Pratt & Whitney and possible employment with Kelly Services.**

- An employee is considered AWOL if he/she does not contact his/her supervisor and or Kelly Services within the first two (2) hours of his/her shift. If an employee fails to report to work on three (3) consecutive scheduled workdays without contacting his/her supervisor or Kelly Services, the employee is considered to have voluntarily terminated the assignment, unless the employee's absence is otherwise protected by applicable law.

### ➤ Reporting- Call Out Procedure

It is required that employees when they are expecting to be late and or absent to notify both the Kelly TA and their RTX-Pratt & Whitney supervisor: **No less than 1 hour before the start of their scheduled shift.**

**Note:** *If you are reporting outside of standard business hours you are expected to provide your name and detailed messaging when notifying your Kelly TA and direct supervisor.*

- Acceptable forms of communication in notifying Kelly Services are phone call/voicemail, text, email, and or by submitting online through the Reporting Call Out/Absent Online Form.
- It is expected that you will keep the Kelly TA, and your direct supervisor consistently informed as the probable date/time of return to work. If you are to miss consecutive workdays, it is required that you communicate with Kelly and manager each day unless you present a physician's note with a future return to work date noted.
- Documentation is Required; If you are absent for more than 3 consecutive workdays, you must present a physician and or court document excuse before returning to work.
  - All attendance documentation should be sent to Kelly Services for review and distribution to RTX-Pratt & Whitney upon confirming authenticity of documents provided.

### ➤ Potential Attendance Exceptions

We understand that unforeseen circumstances can occur, impacting your ability to be in attendance. If you find yourself in this situation, please notify Kelly Services and RTX immediately. Each request will be reviewed on a case-by-case basis to determine if an exception can be made, all employees are treated equally and equitably.

Documentation may be required for exception review in support of:

- Worker or immediate family member (spouse, significant other, child) is inpatient hospital (not doctor or ER visit)
- Court date (child support, subpoena, etc.)
- Approved Medical Leave
- Military Leave of Absence
- Jury Duty
- Bereavement Leave
- Workers Compensation (Work-related injuries)
- Emergency closures

**No Fault:** Understandably there may be occasions and or environmental situations that impact your arrival and or ability to be at work and therefore adheres to a No-Fault Attendance Policy. If you find yourself in a no-fault situation, please notify your Kelly TA and your supervisor providing details for a potential exception to be reviewed.

### ➤ Corrective & Disciplinary Action Guidelines

Corrective steps of counseling and warning will be taken if you exhibit excessive absenteeism or an inappropriate pattern of occurrences. Examples of corrective actions upon discretionary reviews include; formal verbal and written warning issued, formal verbal and written final warning issued, and ending of assignment.

*Note: Employees will not be subject to discipline for any legally protected absences or tardiness. For example, any leave required by the FMLA, ADA, or any other applicable law will not be counted for disciplinary purposes.*

Unsatisfactory attendance defined as the following and may lead to the end of your assignment at RTX- Pratt & Whitney and employment with Kelly Services.

- If an employee is absent (including late arrivals and early departures) beyond his/her allotted number of occurrences (6+ occurrences), it is considered excessive and is seen as unsatisfactory which may lead to the end of your assignment and possible employment with Kelly Services.

### ➤ Requesting Future Time Off

For any future approval of time off requests, you will want to coordinate your request with your direct supervisor notifying them with as much advance notice as possible; **no less** than 24 hours before the requested day and or by end of your previous shift, whichever is lesser. Additionally, you will need to notify your Kelly TA in writing and or by submitting Future Time Off Request Online Form [Future Time Off Request Online Form](#) to ensure the approval of your days off are documented properly.

### ➤ Contact Kelly Services by Submitting an Online Communication Form

Easy and convenient online communication reporting forms can be submitted with a click of a button communicating to Kelly about an attendance call out and or when you are needing to request time off.

[Click Here to Report: Late/Absence Online Form](#)

[Click Here to Submit: Future Time Off Request Online Form](#)