Attendance Bonus Program:

Various non-exempt associates are eligible to receive a $75 bonus for a 90 consecutive calendar day period of perfect work attendance, a $150 bonus for a 180 consecutive calendar day period of perfect work attendance, a $225 bonus for a 270 consecutive calendar day period of perfect work attendance, and a $400 bonus for a 360 consecutive calendar day period of perfect work attendance.

Time missed from work for required jury service, military leave, court service for which you are not responsible, bereavement leave, family medical emergency, and work related injury/illness are considered exceptions in this program. In such instances, the time missed is added to our current eligibility period.

Two (2) incidents of work tardiness are permitted during your eligibility period. If a third such incident occurs during this time, you begin a new eligibility period at that time.

Perfect Attendance Program:

A program to recognize employees with perfect attendance was begun at _____ on _____, _____. The guidelines for perfect attendance are:

- Open to all full time hourly employees who were on the payroll from January 1 to December 31. Employees with less than a full calendar year of service for the year being recognized are not eligible.

- Perfect attendance is defined as having worked all scheduled hours during the calendar year with the exception of scheduled vacation, funeral leave and jury duty.

Employees recognized for perfect attendance are invited to attend a recognition dinner at an off-site location along with the senior management team and the department managers. At this dinner they receive a personalized award (monogrammed glasses, crystal plate, etc.) and a $25.00 gift certificate to take their spouse to dinner. A congratulatory message is also placed in the Cincinnati Enquirer and a notice is also posted at various locations throughout the company.

Perfect Attendance Bonus Hour Policy:

<u>Non-Exempt Employees</u>

[Company Name] believes that reliable and conscientious people should be recognized and rewarded. Those individuals should also be allowed time off without penalty for occasional absence due to illness or the need for time away from work to conduct unique or unusual personal business.

To be eligible for Bonus Hours, as described below, you must record your time via the electronic timekeeping system (time clock). Employees who report their time via a time sheet are not eligible for Bonus Hours.

Non-Exempt Employees With at Least One Year's Service as of Jan 1

Full-time and part-time regular non-exempt employees with at least one year of service who have maintained a perfect attendance record will receive the following bonus:

- On January 1, you will be credited 3 hours of paid time off for every month of perfect attendance which you had during the past calendar year. If you have perfect attendance for the entire period of employment throughout the year, you will be credited with four additional Bonus Hours. Note that Bonus Hours do not accrue, but are credited each January.

New Non-Exempt Employees With Less Than One Year of Service

As a newly hired full-time employee, you will earn and be credited with three UNPAID Bonus Hours for each month of perfect attendance which you have during your first 12 consecutive months of employment. If you are a newly hired part-time employee, your Bonus Hours eligibility will be pro-rated based on your scheduled hours per week. Besides being unpaid, these UNPAID Bonus Hours are the same in every respect as PAID Bonus Hours, and may be taken subject to the same terms and conditions of PAID Bonus Hours.

Upon completion of 12 continuous months of employment, you will receive PAID Bonus Hours for the period between your employment anniversary date and the end of that same calendar year based on the number of UNUSED and UNPAID Bonus Hours earned between your date of hire and the end of the calendar year in which you were employed.

> *For example*: You were hired on October 1st and had perfect attendance between October 1st and December 31, earning you nine UNPAID Bonus Hours. You used four of these hours in January. On your employment anniversary date, October 1st, you will be credited with five PAID Bonus Hours for the remainder of the year (nine hours earned during October-December, minus four hours used.

Any unused Bonus Hours as of December 31 will be paid the following January at your current rate on that date.

On January 1st of the next year, you will be credited with three hours of paid time off for every month of perfect attendance which you had during the past calendar year.

General Provisions

PERFECT ATTENDANCE WILL MEAN NO UNEXCUSED ABSENCES, AND NO UNPAID EXCUSED ABSENCES except as noted below. Absence means any time missed from any scheduled work hour, whether a few minutes or a full day.

The following absences will not affect perfect attendance:

- Holidays

- Vacation
- Jury duty
- Death in family
- Witness duty
- Approved time off to vote
- Approved Medical or FEMA leave
- Taking Bonus Hours or unpaid, earned, approved time off by new employee

Regular employees who are normally scheduled to work less than 40 hours per week will be prorated for Bonus Hour credits. Bonus Hours will be paid only for the number of hours the employee would normally be scheduled to work during the time off.

Bonus Hours are earned by you for your perfect attendance. The reasons for use of your earned Bonus Hour(s) is also up to you, and may include such reasons as illness, medical and dental appointments, personal days, religious observances, ethnic holidays, and other vents of personal significance.

Payment of Bonus Hours requires supervisor or group leader approval; as a guideline, approval of Bonus Hours will be based on your absence's affect on the Company's ability to meet commitments to customers. Participation in the Bonus Hour program is a privilege; [Company Name] reserves the right to deny any Bonus Hour request, and abuse of this policy can be cause for disqualification from the program and forfeiture of previously earned benefits.

Bonus Hours may not be applied to tardiness or early departures on scheduled overtime days.

Bonus Hours may be requested in one-tenth of hour increments and may be applied to casual tardiness.

Should you forget your bade, you must report to your supervisor or group leader upon arrival at work, who will verify your ring-in time.

The program will end each December 31. There is no carry-over of Bonus Hours from year to year.

Pay For Bonus Hours

Bonus Hours will be paid at the employee's current base rate plus shift differential (if applicable) in effect at the time the hours are taken, and will be included in the paycheck which covers the time period in which the Bonus Hours were taken. Bonus Hours will be considered as time worked for overtime calculation purposes. For payroll purposes, when taking Bonus Hours, your supervisor or manger must approve the exception sheets with the notation "Bonus Hours" for the hours taken.

Any unused Bonus Hours as of December 31 will be paid the following January at your current rate on that pay date.

General Information

The procedure to follow when an employee will be absent, and other important guidelines, are set forth in the discussion of Attendance and Punctuality.

Termination of Employment

If an employee leaves [Company Name] for reasons other than discharge for cause or resignation without due notice, they shall receive pay for any unused Bonus Hours credited during the calendar year in which termination occurs.