



## EMPLOYEE ATTENDANCE POLICY

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### POLICY STATEMENT

Reporting to work on time on a regular and consistent basis is an essential responsibility of every Lenbeth Weeping Tile (EDM) employee. Where it is necessary to miss work or report late due to illness, injury or other unplanned circumstances, employees must follow the procedures set out in this Policy.

### DEFINITIONS

For purposes of this Policy:

“Absence” means work time missed as a result of medical, personal emergency and other unforeseen and unplanned circumstances, as opposed to vacations, statutory holidays, leaves of absence and other time off to which the employee is entitled under [province] employment standards laws or the terms of their contract and which are governed by separate Lenbeth Weeping Tile (EDM) HR policies;

“Culpable absences” means those that are not medically or otherwise justified but caused by circumstances within the employee’s power to control and correct;

“Nonculpable absences” means those that employees can document are attributable to medical, personal emergency and other justifiable circumstances beyond their power to control and correct.

### ABSENCE REPORTING PROCEDURES

#### Late absences

An employee is considered late if they arrive after their scheduled start time without prior notice or approval. Frequent or habitual lateness, even by a few minutes, disrupts operations and will be addressed through progressive discipline

#### Short Absences

Where the absence is expected to last 1 to 3 days, employees must notify their immediate supervisor as far ahead of normal start time as possible. Where the absence is expected to last 3 days or employees do not know how long the absence will last, they must notify their immediate supervisor at the start of each day of absence to report that they will not come to work that day and provide a Drs. Note where applicable.

Employees who believe they have a work-related illness, or injury must complete the Lenbeth Weeping Tile (EDM) Injury/Accident Report and submit it to their supervisor as soon as possible.

Where the absence continues for more than 3 consecutive days, employees must notify their immediate supervisor and provide appropriate medical documentation to the Lenbeth Weeping Tile (EDM) HR Department that lists:

- The reason for the absence;
- A prognosis;
- An expected return date; and
- Any work limitations or restrictions that they may be subject to upon returning to work.

#### ACCOMMODATION/ RETURN TO WORK

Upon receiving the above medical documentation, the HR Department and supervisor will, in consultation with the employee and his/her medical provider, make a determination about whether to initiate Lenbeth Weeping Tile (EDM) procedures and policies for accommodating employees with long-term absences, including:

The Lenbeth Weeping Tile (EDM) Accommodations Policy;

The Lenbeth Weeping Tile (EDM) Return-To-Work Policy.

The Lenbeth Weeping Tile (EDM) Progressive Discipline Policy;

#### MEDICAL APPOINTMENTS

Employees should, whenever possible, schedule medical appointments for non-working hours. If, however, that is not possible and employees need time off for medical appointments, they must give their supervisor as much advance notice as possible to provide maximum time for coverage, work scheduling and assignment changes to be made.

#### TIME THEFT

Time theft is considered a serious violation of Lenbeth Group of Companies' attendance and conduct policies. Time theft occurs when an employee is compensated for work they did not perform, either through deliberate actions or negligence. This includes, but is not limited to:

- Falsifying time records or logging hours not actually worked
- Punching in or out for another employee ("buddy punching")
- Taking extended or unauthorized breaks
- Misusing company time for personal tasks or social activities while on the clock
- Failing to report to the worksite but marking themselves as present



#### Expectations:

All employees are expected to accurately record their working hours and remain engaged in job-related activities during scheduled work times. Supervisors will monitor attendance and productivity to ensure compliance.

#### DISCIPLINE

Culpable absence is grounds for disciplinary action up to and including termination in accordance with the Lenbeth Weeping Tile (EDM) Progressive Discipline Policy as is failure to comply with the reporting procedures set out in the Policy regardless of whether the absence is culpable or non-culpable. Non-culpable absences are not grounds for discipline, provided that the employee follows the Policy reporting procedures. Lenbeth Weeping Tile (EDM) will also make accommodations for non-culpable absences attributable to disabilities up to the point of undue hardship in accordance with Alberta human rights laws and Lenbeth Weeping Tile (EDM) policies.