

Attendance Policy

Our Expectations

Cascade Wood Products, Inc. expects all employees to be on time, at work and ready to work a full shift as a condition of hire and continued employment. Absenteeism, early departures and late arrivals burden your fellow employees. While it is recognized that it may be necessary for you to be absent occasionally, it is important that absences be kept to a minimum.

You are expected to take care of personal affairs and obligations at a time other than during working hours. However, if it is necessary to be off for personal convenience, prior approval must be received from your immediate supervisor. In reviewing that request, he or she will take into consideration the operating needs of his or her department. You may also want to review our "Leaves of Absence" policy.

Call-in Requirements

If you will be absent from work for any reason, it is absolutely necessary for you to *personally* call the absentee hotline (541-826-4659) half hour before the start of your scheduled shift; unless an unforeseeable event or an emergency prevents you from giving advance notice. In the case of an unforeseeable event or emergency, you must *personally* notify the Human Resource department within two hours after the event or emergency. Notice of the employee's absence from a spouse, parent or other person is *not* acceptable, unless an emergency prevents you from making this personal contact. You must state why you are unable to attend work and must leave a phone number where you can be reached. Notifying us of an absence or tardiness does not excuse the absence or tardiness. Upon request, you may be required to furnish proof satisfactory to us to substantiate the reason for absence or tardiness. Any employee who knowingly falsifies information relating to their absence will be disciplined. Incarceration for any alleged criminal or civil law violation is not a valid excuse for not following this call-in policy.

In addition you may send an email or a text message to an account designated by your supervisor, PROVIDED that you and your supervisor mutually agree to this process ahead of time. Your email or text must state the reason you will be absent and for how long. Sometimes delays may occur in delivery of text and email messages. To comply with current State and Federal laws, you are still required to call the Absentee Hotline for documentation purposes, even if you have sent an email or text message.

Failure to call-in violates the call-in policy and will lead to disciplinary action up to and including termination.

Doctor's Release and Status Reports

A doctor's release may be required after any illness. A doctor's release may be required verifying that you are able to return to work following an injury or illness.

If you have provided us with medical documentation that you will be off work for more than one week due to an injury or illness, you are required to contact the HR Department once each week to report the status of your ailment and anticipated return-to-work date, unless you arrange another schedule. Reporting requirements are the same for both on the job and off the job injuries and illnesses. Failing to comply with these reporting requirements may result in disciplinary action.

If needed in order for an employee to be able to perform the essential functions of a job, CWP may grant reasonable accommodation in complying with these policies to individuals with disabilities if it does not cause undue hardship to our operations or cause a direct threat to health and safety. *However, regular attendance and promptness are considered part of each employee's essential job functions.*

Discipline

Excessive absenteeism or tardiness may lead to disciplinary action, up to and including termination of employment. Other continuing patterns of absences, early departures or tardiness, regardless of the exact number of days, may warrant disciplinary action. We will consider your record of tardiness, unexcused absences, excessive excused absences, suspensions, personal days off, leaves of absence and nonindustrial sickness or injury resulting in time missed. However, any absences or tardies that are protected by state or federal law will not count against your attendance record.