

EMPLOYEE ATTENDANCE

Reliability and dependability are among the most valuable assets you can provide as an employee of VistaConnections.

Poor attendance and poor punctuality, regardless of the reason, can affect your performance as well as place an unfair burden on your fellow co-workers. It is the responsibility of every employee to make necessary arrangements to insure you are ready to begin work at the start of your workday. Since it is the employee's responsibility to be at work according to the assigned work schedule, employees must obtain Management approval before time off may be taken. Please notify your Manager(s) if you are going to be tardy or absent from work for any reason. Voice mail may be used if you are tardy; however, e-mail and voice mail must be used for all absences. You must e-mail and voice mail every day you are absent from work unless prior Management approval has been obtained for you not to do so. If you are unable to call due to illness or accident, please have someone call for you. Poor attendance and tardiness are disruptive and may result in disciplinary action up to and including termination of employment. Absence for two (2) consecutive days, without notifying Management personnel will be considered a voluntary resignation -- your employment with the Company will be terminated.

Bereavement

VistaConnections endeavors to provide reasonable time off from work to manage the difficulties associated with the death of a family member. Up to three (3) working days with pay are provided to aid in coping with a loss in the "immediate" family. "Immediate" family is defined as:

Spouse	Grandparent	Step Brother
Child	Grandchild	Step Sister
Parent or Step Parent	Parents-in-Law	Brother
Step Child	Grandparents-in-Law	Daughter-in-Law
Sister	Domestic Partner	Son-in-Law

One (1) working day without pay is provided for the loss of an "extended" family member. "Extended" family is defined as:

Aunt	Cousin	Niece
Sister-in-Law	Uncle	Nephew
Brother-in-Law	Friend	

Days may be taken before, during or immediately after the funeral. It is the Employee's responsibility to:

- Follow policy regarding length of bereavement absence and definition of family member,
- Secure Management approval prior to taking time off, and
- Provide documentation such as a funeral program or newspaper obituary, when requested.