



Solar Erectors Ltd.

Attendance Reporting Policy

In order to complete our commitments with our clients, we have revised our Attendance Policy at Solar Erectors Ltd. All employees must give reasonable notice if they are not able to attend work. If you are absent from work or require time off, please follow the protocol below:

If your absent from work:

- Immediately notify the Foreman or Lead hand of the crew before the scheduled time of departure in the morning.
- The absent employee must notify Roberto Franciosa from our Scheduling Department by 10:00am of the reason they did not attend work. If the employee does not notify him by 10:00am that same morning, they may not be scheduled for work the next day.
- Roberto will fill out the **Attendance Form** with the reasoning provided by the absent employee and fill it for our records.

Time off for appointments:

- When booking time off for scheduled appointments, we need a minimum of 3 days notice in writing on the **Attendance Form**.

Vacation requests:

- If you are requesting time off for vacation, we require as much notice as possible (minimum 2 weeks) and only a limited number of employees will be allowed time off at the same time. Please fill out the **Attendance Form** and submit the request in writing to Roberto Franciosa. Place the form for time off in the yellow box located in the Foreman's office. We will contact you to confirm. Please note, only requests made in writing on the new form will accepted for vacation requests.