

Purpose

Advantage Technical is committed to maintaining a productive and reliable workforce. Regular and punctual attendance is essential to meeting client expectations, maintaining coverage, and supporting team productivity. This policy outlines attendance expectations and the procedures employees must follow when they are unable to report to work, while ensuring compliance with all federal, state, and local leave laws. Nothing in this policy is intended to interfere with, restrain, or deny any right provided by applicable law. Protected leave will not be treated as a violation of this policy.

Attendance Expectations

Employees are expected to:

- Report to work on time and be ready to perform their duties at their scheduled start time
- Work all scheduled hours unless approved for time off
- Follow assigned work schedules and maintain reliable attendance

Unreliable attendance impacts business operations and places additional burden on coworkers. Should excessive and/or undue tardiness or absences become apparent, corrective action up to and including termination may be required.

Notification of Absence or Tardiness

If you will be absent, or late, you must notify Advantage Technical at least two (2) hours prior to your scheduled start time. Employees who must leave work before the end of their scheduled shift must notify a supervisor immediately.

If advance notice is not possible due to sudden illness, emergency, or circumstances beyond your control, you must notify Advantage Technical as soon as practicable, consistent with applicable state laws.

Definitions

Excused Absence:

An absence approved in advance by Advantage Technical or covered by applicable federal, state, or local leave laws.

Unexcused Absence:

An absence that does not qualify as protected leave, not approved in advance and where required notification was not provided when reasonably possible.

Tardiness: Any time an employee arrives after the scheduled start of their shift.

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Attendance & Punctuality

Documentation Requirements

Documentation will be requested only when permitted by applicable law and will not be used to delay or deny legally protected leave. Advantage Technical will never request medical diagnoses.

No Call / No Show

A no call / no show occurs when you fail to report to work and fail to notify the Company. Repeated no call / no show incidents may result in removal from assignment or separation from employment, depending on circumstances.

If you were medically unable to notify Advantage Technical or had a true emergency, the situation will be reviewed on a case-by-case basis.

Job Abandonment

Employees may be considered to have abandoned their job if they fail to report to work or contact Advantage Technical for three (3) consecutive scheduled days, unless the absence is protected by law or emergency circumstances prevented timely notification.

Corrective Action

Excessive unexcused absences or repeated failures to follow notification procedures may result in corrective action, up to and including termination. Absences protected by law will not be counted for corrective action purposes.

Guideline Exceptions

Exceptions to this policy may be made by the Advantage Technical Program Team to the extent permitted by applicable law. Special requests will follow the Company's Accommodation Request Procedure and require approval from Advantage Technical.

Policy Review

This policy will be reviewed on an annual basis (minimally) and will be subject to revisions at any time by the sole discretion of Advantage Technical Leadership Team.

I _____, acknowledge that I have read and understand the Advantage Technical Attendance Policy.

Employee Signature Date