

...instructs or fails to call Route or Virginia as stated above is considered a poor reflection on your record and could lead to disciplinary action. You may have a meeting on your own, but a MUST be followed up by a call to Route or be required to review the situation.

- **One day of unreported absence will be considered to be a voluntary resignation.**

If you are absent from work due to illness for more than three consecutive scheduled work days, it may be necessary to obtain a back to work release from your physician.

7.2 Timekeeping
It is the Company's policy to comply with applicable laws that require records to be maintained of the hours worked by our employees. Every employee is responsible for accurately recording time worked using ADP eClockManager to accurately record the start and end of each shift worked as well as any departure for non-work related reasons. Any errors in time records must be immediately reported to your supervisor and a "True Time Employee" sheet must be filled out and handed to Route or Virginia.

- Absent prior to scheduled shift
- StoreSMART and inaccurate
- Vacation days
- It is the responsibility of the employee to accurately record time worked.
- Absence, late arrival, or early departure will be considered a poor reflection on your record and could lead to disciplinary action.

7.3 Payroll
StoreSMART employees are paid on the 15th day of the month following the last day of the month. Payroll checks will be mailed to the employee's home address.

In the event of employee termination, the company policy is to pay the employee for the time worked.

7.4 Payroll Deductions
StoreSMART makes it mandatory for all employees to have a valid insurance premium in force.

If you believe that an error has been made, please promptly investigate it.

8. Thank You
In conclusion, StoreSMART is grateful for your hard work and dedication. We hope you will be doing it for many years to come.

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Employee Handbook & Substance Abuse & Testing Policy

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