

I.K. Hofmann PTO, Attendance and Pay Policy for BMW

Paid Time Off

Paid time off (PTO) is a time for you to rest, relax, recover from sickness, or attend to personal needs. The Company provides paid PTO as one of the many ways in which we show our appreciation for your work and commitment. PTO may be used for vacation, illness, or personal days. Employees are eligible to receive PTO after the completion of 2000 hours. The Company’s PTO policy is intended to be compliant with state and local sick leave laws.

Full Time Employee’s Only	Max. Accrual per Year	Accrual Calculation	Max. Hours Used Per Year	Roll Over	Pay Out at termination or end of assignment
Will begin accruing after the completion of 2000 hours.	Up to 80 Hours per calendar year	1 hour for every 25 hours worked	Up to 80 hours per calendar year	16 hours may be rolled over to the next year	No pay out

- All eligible employees must make requests in writing and record all PTO usage through the Company’s timekeeping system.
- For foreseeable requests such as planned personal appointments, please make the time off request at least two weeks ahead.
- For unforeseeable requests such as sick days, please make the request at least 2 hours before the start of the schedule workday. For emergencies, as soon as feasible.
- Approval of a PTO request will be made by your BMW Section Leader and I.K. Hofmann USA, Inc. Onsite Manager and will be based on operational and business needs on a first come, first serve basis. Should operational or business needs not allow for approval of the requested time, the Company may request the employee to schedule their PTO for dates other than the ones requested.
- Generally, the Company will not grant 2+ weeks of consecutive PTO, unless the request is due to an extenuating circumstance. Management will give all due consideration and work with employees on these types of requests.
- Employees must work their scheduled day before and after the requested time off in order to receive the standard rate of pay for time off.
- PTO pay will be calculated based on the employee's standard rate at the time it is taken.
- Employees must use all accrued PTO before the Company will consider granting unpaid time off. Unpaid time off is generally considered and granted due to extenuating circumstances.
- In the case of FMLA leave, PTO and FMLA will run concurrently until all accrued PTO is exhausted.
- Employees with an Inactive Status do not accrue PTO. While inactive, an employee may request to use PTO that has already been accrued.
- The Company will not pay out accrued unused PTO to an employee who resigns or who is terminated for any reason.
- 16 hours of accrued PTO will carry over from one year to the next.
- PTO is not counted as hours worked for purposes of overtime calculations.

Requesting Time Off Procedures

- Requested Time Off (RTO) Forms may be found in break rooms or with your section leader.
- Requested Time Off (RTO) is not guaranteed and can be denied due to business needs.
- Requests for time off should be submitted at least two (2) weeks in advance to the BMW Section Leader.
- Once approved by the Section Leader the associate will take the RTO form to their IK Hofmann Representative.
- The IK Hofmann Representative will inform the employee when their RTO has been approved.
- Associates who have completed training but have not qualified for vacation can request up to 40 hours of unpaid time off.
- Generally, the Company will not grant 2+ weeks of consecutive PTO or Unpaid Time off, unless the request is due to an extenuating circumstance. Management will give all due considerations and work with employees on these types of requests.
- Only approved time off may be taken. Unapproved time off will be subject to disciplinary action up to and including termination.
- Employees that are taking time off due to health reasons may be asked to provide a health care provider’s note to support the reason for time off.
- An employee taking time off due to health reasons may be asked to provide a health care provider’s note to release the employee back to work and fit for full duty.
- Employees with approved time off for longer than two weeks will need to make payment arrangements for any authorized deductions for insurance. These payment arrangements must be made prior to taking any time off by contacting Linda Drinkard, IK Hofmann Human Resources Business Partner She may be reached by phone 678-382-6355 or email, linda.drinkard@hofmannusa.com.

Contingency Time Off - Excused unpaid absence without disciplinary action

Excused, unpaid absences or Contingency Time Off can be granted for unavoidable emergencies. In these cases, employees must provide documentation to prove the reason for absence. Excused unpaid absences will not count against your attendance.

New Hire	Associate	Associate
Working fewer than 90 days	Working 90-days+ up to 2000 hours (Generally 12 months of service.)	Who has reached 2000 hours (Generally, 12 months of service.)
Contingency Time Off	Contingency Time Off	Contingency Time Off
Not Eligible	1 after 90-days. Associate who completes their 90-days before July 1 will receive 1 CTO after the 90-days, and 1 CTO on July 1. Associates completing their 90-days after July 1 will receive 1 CTO for the calendar year. CTOs received prior to July 1 may be used at any point during the calendar year. Unused CTOs do not carry over to the next calendar year	1 on January 1, 1 on July 1 CTOs received prior to July 1 may be used at any point during the calendar year. Unused CTOs do not carry over to the next calendar year

ATTENDANCE POLICIES

Reporting an Absence, Late Arrival or Early Departure

It is important to note this policy applies to each day of the Associates absence. An Associate who fails to contact their BMW MC Section Leader AND I. K. Hofmann USA, Inc. may be subject to disciplinary action. Failure to report absences prior to the start of the scheduled shift may be considered job abandonment or voluntary resignation.

Tardiness, absences, and early leaves for Associates will be reviewed and points assessed for each day of work the associate does not report to work and/or work as scheduled.

- The Associate will be given half of one point (.5) for arriving between one minute to three hours after their scheduled start time; and one point (1) for arriving over three hours late.
- The Associate will be given half of one-point (.5) for leaving within the last three hours of their scheduled shift end time; and one (1) point for leaving more than three hours before the scheduled end time of the shift.

Any Associate who accumulates three (3) points in a rolling 90-day period may be terminated for excessive absenteeism. Associates in their initial 90-day period may be terminated if two (2) attendance points are accumulated.

New Hire	Associate	Associate
Working fewer than 90 days	Working 90-days+ up to 2000 hours (Generally 12 months of service.)	Who has reached 2000 hours (Generally, 12 months of service.)
Attendance Points Breakdown	Attendance Points Breakdown	Attendance Points Breakdown
Accruing 2 Points in a 90-day period is grounds for termination	Accruing 3 points in a 90-day period is grounds for termination	Accruing 3 points in a 90-day period is grounds for termination
Arrive 1 minute- 3 hours after beginning of shift or leave 1 minute - 3 hours prior to end of the shift.		½ Point
Arrive 3+ hours after beginning of shift or leave 3+ hours prior to end of shift.		1 Point
Do not Report as scheduled		1 Point

Training – Attendance Requirements

During the two-week training period, participants are ineligible to resume training in the event of an absence unless they experience a family bereavement, in accordance with our bereavement policy and upon submission of relevant documentation, or if they encounter a medical issue/illness, substantiated by appropriate documentation.

I.K. Hofmann Contacts

BMW Onsite Support Day Shift– (864) 748-5183
 BMW Onsite Support Night Shift– (864) 748-5840
 BMW HR and Operations Manager- (864) 626-5650
 Attendance/Text Line – (864) 251-5985
 Escalations – (864) 662-3555

PAY POLICIES

Holiday Pay (FT)

I.K. Hofmann’s regular full-time employees who consistently work 30 or more hours in a work week are eligible for the following paid holidays during each calendar year. Employees must work their entire scheduled day before and after the holiday, unless the shift is changed by supervisors, to qualify for holiday pay. If the holiday falls on the weekend, the Company may designate either the day immediately before or after to be taken as the holiday.

- 1) New Year’s Day
- 2) Martin Luther King’s Birthday
- 3) Good Friday
- 4) Memorial Day
- 5) Juneteenth
- 6) Independence Day

- 7) Labor Day
- 8) Thanksgiving (Wednesday (PM shift only) Thursday, Friday)
- 9) Christmas - normally begin on Christmas Eve and ends on New Year's Day. This is subject to change based on the calendar year and it will be a maximum of 40 hours.

You will receive the standard rate of pay for the holidays you are scheduled to work. You will not receive the standard rate of pay if you are not scheduled to work, or are on leave of any kind (Medical, FMLA, Workman's Comp, PTO, etc.) on a given holiday. Holiday Pay is not counted as hours worked for purposes of PTO calculations.

Unexcused Absence

Unpaid

Bereavement

Regular Full-time employees are eligible to receive up to three (3) unpaid bereavement leave due to the death of an immediate family member. An employee's immediate family includes his or her spouse, children, parents, brother or sister, grandparents, grandchildren, stepparents, stepchildren, in-laws, and any other relative residing in the same household as the employee. All time off in connection with the death of one of the above-listed individuals should be organized with your I.K. Hofmann Onsite Manager. Documentation will be required for the approval of this benefit.

I acknowledge that I have received, read, and understand the IK Hofmann PTO, Attendance and Pay Policy for BMW. I understand that failure to comply with the policy could result in disciplinary action up to and including termination of employment.

Employee Name _____ Signature _____

Date _____