

Punctual and regular attendance is the responsibility of the Employee. Once committed to a shift Employees are expected to report on time, prepared to work according to the shift's requirements, and remain present for the entire shift. Arriving late, leaving early, and being absent from work is disruptive and will impact Employee's Reliability Score.

**"Absence"** is defined as cancelling a committed shift within 24 hours of the shift's start time. Employees must cancel shifts within the WAE app.

**"No Call No Show"** is defined as failure to report to a shift without cancelling in the WAE app.

**"Strike"** is defined as an attendance infraction, including Absences and No-Call-No-Shows.

**"Suspension"** is defined as a five-day block on the WAE App. Suspensions will automatically be removed after five days. Any upcoming shifts scheduled will be removed and Employees are not permitted on the jobsite.

### How Do I Get Strikes?

Employees will receive strikes by:

- 1 Strike: Cancelling a shift in WAE within 24 hours of the shift's start time.
- 3 Strikes: No-Call-No-Showing to a confirmed shift.

### Three Strikes and You're out

Employees who receive three strikes within 30 days will result in a Suspension from WAE. Strikes fall off attendance records 31 days after occurrence. If an Employee is suspended three times, their WAE account will be deactivated, and they are no longer eligible to work with WAE.

### What Happens If I Get Suspended?

Suspensions last for five days. All upcoming shifts scheduled will be cancelled. Employees can log into the App but will not have access to view any Available Jobs until the Suspension is completed. Once the Suspension is completed, the Strikes will reset, and the Employee can access Available Jobs to sign up for shifts.

### How Do I Avoid Getting Strikes?

Employees can prevent strikes by:

- Reporting to the committed shift on time.
- Punching In/Out using the WAE App, including the 30-minute required break.
- Cancelling a shift in WAE **more than** 24 hours from shift start time.

**Recording Your Time**

It is the Employee's responsibility to punch in and out correctly for every shift. If Employees cannot punch, a [WAE Punch Support Ticket](#) must be completed, and the manager onsite should be notified.

Employees have 48 hours from the end of their shift to dispute their hours in WAE if any time discrepancies are listed. Time Disputes are reviewed daily and resolved once received confirmation from the Employer.

Employees with chronic missed/incorrect punches will be subject to disciplinary action, up to and including termination.

**Excused Absences**

An Excused Absence occurs when an absence is protected under Federal, State, or Local Law. Employees must submit a [dispute](#) with valid supporting documentation for review.

**Voluntary Resignation**

Employees who do not work any shifts for two consecutive weeks will be considered to have voluntarily resigned. Employees who fail to sign up for shifts immediately following their five-day suspension will also be considered to have voluntarily resigned.