

ATTENDANCE Policy

Good attendance is a very important part of your overall work record. If you are late or don't come to work as scheduled, a notation is made on your service log as you will be placing a heavy burden on the rest of your Team. A poor attendance record is grounds for disciplinary action up to and including termination, and can affect your rehire status. Be sure that you follow all attendance policies carefully!

❖ **Point System** If you are late or miss a scheduled day of work, you will accumulate "points" on your record. The schedule that appears to the right details how points are applied.

❖ **Semi Annual Reset**- Since the park is open 365 days starting 2018, a reset will occur semi-annually where every employees points will go back down to 0.

❖ **Corrective Action Schedule:** Team Members will be subject to corrective action each time they reach or exceed a 10 point limit.

- 1st 10 Points Accumulated: Written Warning issued
- 2nd 20 Point Limit Violation: Final Written Warning issued
- 3rd 30 Point Limit Violation (**30 points total**): Suspension pending review and potential termination

SCHEDULING

❖ **Unable To Work**

If something unexpected happens to prevent you from coming to work (such as injury or illness), you must report your absence to the Employee Services Office (ESO) each day that you are absent. You are expected to call in prior to the start of your shift. Failure to call in absent prior to your shift or not calling in within the first two hours of your shift time will result in a No Call/No Show.

❖ **Schedule conflicts**

Whenever possible you should try to schedule needed days off in advance. With adequate notice, reasonable adjustments can often be made. If an unexpected conflict occurs, you must find a replacement to work your shift for you. A replacement is another qualified Team Member in your department who agrees to work your shift for you. You must get that person to sign a "Schedule Change Form" available in the Employee Services Office/Scheduling Department office and then have your Supervisor/Scheduler approve your replacement.

If you fail to locate a replacement within two days of your scheduled shift, you are required to work your scheduled shift. Failing to do so will result in receiving an absent or No Call No Show. Depending on if you called in for your shift and depending on your attendance history, this may subject you to discipline up to and including termination.

❖ **Late**

If something happens that prevents you from getting to work on time (such as car trouble or a minor emergency), you must call the Employee Services Office/Human Resources to report that you will be late. You are required to call in prior to the start of your shift. Failure to call in late prior to your shift may result in absent or No Call/No

POINT SYSTEM SCHEDULE

Absent - No Call, No Show = 20 points

Team Member fails to come in or call in their absence during their shift time. **Team Member calls in late, but never shows up.**

Absent = 5 points

Team Member is absent and calls prior to the start of their shift or otherwise notifies the Employee Services Office/Human Resources in a manner that is deemed acceptable.

Call After Absent = 10 Points

Team member calls out after scheduled shift. Employee will receive a No Call, No Show if they do not call during the first 2 hours of their scheduled shift.

California Sick Absent = 0 Points (if eligible)

See the Sick Pay Policy for Seasonal Employees for more information and eligibility.

California Sick Absent Partial Shift only = 2 Points (if eligible) Team Member uses California Sick Absent but does not use California Sick time to cover their entire scheduled shift.

Jury Duty = 0 Points (appropriate documentation must be provided)

Late 30 minutes or less = 2 points

Late 31 minutes or more = 4 points

Show. If for some reason you are unable to call, you should report to HR or the Employee Services Office as soon as you arrive to Six Flags.

❖ **sixflags.team** Sixflags.team is an online tool for Team Members to check their schedules. To log on, click the words “Employee Portal” and enter **sfmm** in the company line. Enter your EID number (located on the side of your badge) in the **User ID** line and enter your 4-digit pin that was created on the phone system during your department training as your **Password**.



Your schedule will show the date, department, location (A/C), position and times you are scheduled to work. Times are listed with an AM and a PM indicator. It is important that you check sixflags.team frequently for any schedule changes.

Date	Department	Location	Position	Time
1/13/2017	Human Resources	6000 - Human Resources Admin	10001 - Supervisor	9:00 AM - 5:00 PM
1/14/2017	(Not Scheduled)			
1/15/2017	(Not Scheduled)			

Days off are indicated by a grey line and the words (Not scheduled) If you have multiple black boxes please contact the Scheduling office to verify that your schedule is correct. They could be in the process of revisiting it. If you are scheduled for a double shift the schedule will list entries for the day in question. Be careful when reading these days, as you can see in the below example the afternoon shift is listed first.

Date	Department	Location	Position	Time
1/13/2017	Human Resources	6000 - Human Resources Admin	10001 - Supervisor	9:00 AM - 5:00 PM
1/14/2017	Human Resources	6000 - Human Resources Admin	10001 - Supervisor	9:00 AM - 1:00 PM
1/14/2017	Human Resources	6010 - Staffing	10007 - Senior Supervisor	1:00 PM - 5:00 PM
1/15/2017	(Not Scheduled)			
1/16/2017	(Not Scheduled)			

These instructions are designed to give you a basic understanding of the online schedule system. It is always the responsibility of the employee to verify with their department on schedules.

❖ **Leave of Absence**

If you need to miss work for more than 7 consecutive days, please complete a Leave of Absence (LOA) Request Form. This form can be obtained from the Employee Services Office/Human Resources and must be submitted for

review prior to the leave of absence. Please remember this is only a request and approval will be based on items such as park operations, the reason for the request and notice provided.

Once the LOA Form is completed by the Team Member, this form must be approved by a Department Tier 3 Supervisor or Department Manager. The Team Member is responsible for returning the approved LOA form to the Scheduling office for review.

Team Members are expected and required to report for work at the conclusion of an approved LOA. Failing to do so will result in an inactive status which could lead up to and include termination of employment. Leave of Absence Request Forms must be submitted at least two weeks prior to the requested time off.

❖ ***Clocking In and Out***

You will be required to clock in at the employee service office every day at the start of your shift. You will clock in over the phone using the Employee, Attendance and Security Program (EAS). You are permitted to clock in up to 5 minutes prior to your shift and up to 5 minutes after your shift without accruing attendance points. The time you clock in for will be the start time of your shift. For example, if you are scheduled for 9:00 a.m., you can clock in as early as 8:55 a.m. and as late as 9:05 a.m. However, if you clock in at 9:03 a.m., you will start working at 9:03 a.m.

All rest breaks and meal breaks will be captured through the EAS system via punching in and out. Please ensure you are punching in and out for all required meal and rest breaks. If you forget or miss a punch, please contact the Employee Service Office immediately. If you are not issued your proper meal or rest break, or your documented meal or rest break is incorrect, please fill out a Wage and Hour Dispute form located at the Employee Service Office.

❖ ***Conclusion of Employment***

When you have reached the end of your employment commitment, there are a few steps that you must follow:

1. Submit a two (2) week notice to the Employee Services Office/Human Resources and your Supervisor. You can obtain a Two Week Notice Form from the Employee Services Office/Human Resources.
2. After you work your shift on your last day, go to the Employee Services Office to “process out”. The Employee Services Office will give you the appropriate paperwork after you have turned in your ID card.
3. Failure to give a two-week notice or complete your two week notice can result in a no rehire status. Having a no rehire status will make you ineligible to work for Six Flags or a Lessee Company in a Six Flags park.

Important Note: If you stop coming to work and have not processed out properly, you will be processed out for Job Abandonment. The Employee Services Office will process you out and mail your separation notice to you. Termination for Job Abandonment will negatively affect your employment record.

❖ ***Other Attendance Provisions:***

- ✓ In the event you are placed off of work by your doctor, you may be eligible for an approved Leave of Absence.
- ✓ You may be eligible for a protected Leave of Absence such as FMLA. Please see someone from the Human Resources Office to see if you qualify.
- ✓ A No Call/No Show is the failure to come in or call in for one shift.
- ✓ If you are going to be late or absent, you must call the Employee Services Office. **Do not contact your Department Supervisor directly.** The Employee Services Office will be responsible for informing the department of your absence.