

LensCrafters Attendance Guideline - Excludes Canada and Puerto Rico

The Company expects all associates to be at their assigned work area, ready to clock in, and ready to begin work at their scheduled time. Beginning and completing assigned shifts on time is critical to our business. Payroll hours are carefully planned to accommodate customers and work.

Unscheduled absences and tardiness place an unfair burden on the business and co-workers. Excessive absenteeism and/or tardiness may lead to corrective action up to and including termination of employment.

Associate Call-In Procedure

It is the associate's responsibility to contact their supervisor as soon as possible.

- The associate must personally contact his/her immediate supervisor, or the manager in charge, by phone to report an absence or tardy. A relative or friend can only call in emergency situations.
- The report of an absence or tardy must be made **at least one hour prior** to the associate's scheduled start time.
- Reporting an absence or tardy to any non-management associate is not acceptable.
- Associate is to provide reason for absence/tardy, expected return date or arrival time, and contact phone number.
- Please note **text messaging** is not an acceptable form of communication.
- Failure to use the proper call-out procedure for FMLA-related absences may result in denial of FMLA leave for the day, absent extenuating circumstances.
- Failure to use the proper call-out procedure may result in corrective action, up to and including termination.

Absences Defined

1. Scheduled, Excused Absence

- Preapproved PTO
- Preapproved schedule changes
- Leave of Absence ("LOA") and Intermittent LOA, which may include: FMLA, Military, Company Medical, Personal, Bereavement, Jury Duty, or other approved reasonable accommodations as outlined in the Luxottica Associate Guide.

2. Unscheduled, Excused Absence – An unscheduled absence that results in an approved Leave of Absence or reasonable accommodation is considered unscheduled and excused. Associates will not be disciplined for excused absences.

3. Unscheduled, Unexcused Absence – The following constitute unscheduled, unexcused absences: arriving more than 30 minutes late for your scheduled shift, missing an entire scheduled work shift, returning from break/lunch more than 30 minutes late, leaving more than 30 minutes prior to the end of a scheduled shift, missing mandatory meetings and conference calls.

Consecutive absences of two or more days will be counted as one incident if it is for the associate's personal illness and documentation from a health care provider is submitted to support the absence. If such documentation is not provided, the actual number of days that the associate was out will be counted as separate incidents.

Excessive Absences

- Three instances of unscheduled, unexcused absences within a 90 day period may result in a Corrective Action.
- Additional unscheduled, unexcused absences may result in additional Corrective Action.
- Eight instances of unscheduled, unexcused absence in a 52 week period may result in termination. Ex. If an associate has two (2) unscheduled, unexcused absences in May, then one (1) in June, two (2) in July, two (2) in October and one (1) in December, this may result in termination.

Leaves of Absence

If an associate is out more than three consecutive shifts, the manager should refer to the Associate Guide and Manager's Guide to Human Resources for related Leave of Absence policies and procedures. An absence covered by other leave policies (personal/ relocation, military, bereavement etc.) will be reviewed on a case by case basis. Failure to provide proper Leave of Absence documentation in a timely manner may result in absences and/or tardies being deemed unexcused, and may result in corrective action, up to and including termination, for unauthorized absence. Any questions related to FMLA or any other approved Leaves of Absence should be referred to HR Solutions Group/HR Central by calling 1-866-431-8484.

Tardiness Defined

Associates are considered tardy if they arrive at the work area five minutes or more past their scheduled start time or return from break or lunch between 5 and 30 minutes late. Paid Time Off (PTO) may be deducted for tardiness at the discretion of the Associate's manager. Only scheduled and pre-approved PTO hours/days and absences that qualify as an LOA- or disability accommodation will be regarded as excused. Tardies in excess of 30 minutes will count as an absence.

Excessive Tardiness

- Three incidents of tardiness in a 30 day period may result in Corrective Action.
- Additional incidents of tardiness may result in additional Corrective Action.
- Eight or more incidents of tardiness in a 52 week period may result in termination.

Late Store Opening

- Tardiness or absence that results in a late store opening may receive a Corrective Action.
- A second incident of late store opening as a result of being tardy and/or absent may result in termination.

Excessive Unscheduled-Unexcused Absences and Tardiness Combined

- Three incidents of tardiness and/or unscheduled, unexcused absence in a 30 day period may result in Corrective Action.
- Additional incidents of tardiness and/or unscheduled, unexcused absence may result in additional Corrective Action.
- Eight or more incidents of tardiness and/or unscheduled, unexcused absences in a 52 week period may result in termination.

Job Abandonment Policy

If at any time the associate fails to report to work for two consecutive shifts without timely notifying management, it will be assumed that he/she has decided to voluntarily terminate employment with the Company. If an associate no call, no shows (NCNS) for one day, the manager should issue a Formal Corrective Action when the associate returns for his/her next shift.

If at any time the associate walks off the job during his/her scheduled shift without approval from management, it will be assumed that he/she has decided to voluntarily terminate employment with the Company. Personnel records will indicate that the associate quit without notice and will be ineligible for rehire.

Manager's Responsibilities

Associates who are exempt are required to use PTO for full day unscheduled and scheduled absences (other than a shift change). All full day absences must be deducted from the associate's PTO and must be documented on the Attendance Record. Non-Exempt associates must use PTO to cover the scheduled hours they did not work.

An ***Attendance Record*** must be maintained for each associate. The Attendance Record is used to track attendance for a 12-month period using the associate's full time anniversary date as the initial starting point. Keep current records together in a confidential binder, which is accessible only to management. Do not keep the current year's Attendance Record in the associate's individual personnel file.

The Store Manager is responsible for administering this policy consistently to all associates. If the manager has a question about the policy they should contact the HR Solutions Group at 1-866-431-8484.