



TIME AND ATTENDANCE POLICY

Quantum Legal (the 'Firm') values the punctuality and attendance of our employees, as regular attendance ensures high-quality service for our clients. Employees of the Firm are expected to be present and on time for work on the workdays that they are required and scheduled to be present.

Late arrivals, tardiness and absenteeism can cause disruptions in work and unnecessarily burden the employees of the Firm.

As such, the Firm has established the following attendance policy to ensure that all employees know our expectations and to provide guidelines for managing absences and tardiness. The Employee Time and Attendance Policy (the 'Policy') outlines the Firm's expectations regarding the time and attendance of its employees below.

SCOPE

This scope applies to all non-exempt employees regardless of their role or type of employment with the Firm.

OVERVIEW

This Policy describes the Firm's guidelines regarding attendance, tardiness and absence.

1. General Policies

- 1.1.** The Firm's official office hours are between 7:00 AM and 5:00 PM, Monday through Friday, with up to one (1) hour for lunch daily.
- 1.2.** The Firm allows its employees to work under its flexi-time system.
- 1.3.** The Firm shall operate its flexi-time system as follows:
 - i.** An Employee of the Firm using flexi-time must satisfy a 40-hour work week, i.e., eight (8) hours per day;
 - ii.** An Employee of the Firm must be available to work during the Firm's core working hours between 9:00 AM and 3:00 PM, Monday to Friday;
 - iii.** Flexi-time must be recorded for the Firm's records;
 - iv.** Flexi-time shall be reviewed between the Firm and an Employee every six (6) months;

- v. The Firm reserves the right to end or alter the flexi-time system on or before the review period on the reasonable recommendation of the Leadership Team, that is, Messrs. Collis G. Williams, Criston J. Williams and Dr. Michael Jervis, or at the request of the Employee or the Employee's immediate supervisor.

1.4. Notwithstanding the above, to satisfy the additional demands of the Firm's business, the Employee may be required to extend or alter these work hours from time to time.

2. Vacation Leave

- 2.1. A permanent Employee of the Firm is entitled to fourteen (14) working days' vacation leave per calendar year, accrued monthly. During the first year of employment, this entitlement will be prorated accordingly.
- 2.2. After completing one (1) year of continuous service, the Employee will become eligible to utilize the accrued vacation leave.
- 2.3. An Employee of the Firm entitled to vacation must submit their proposed vacation dates at least two (2) months before their intended start.

3. Sick Leave

- 3.1. In this Policy, 'Sick Leave' means Leave granted by the Firm for an Employee not to attend the office on a given workday due to their ill health.
- 3.2. An Employee of the Firm is eligible for up to fourteen (14) paid working days of Sick Leave per calendar year upon their continuous work service of six (6) months.
- 3.3. Sick Leave that persists for more than two (2) consecutive days requires presenting a medical certificate before resumption of duties.

4. Urgent Business leave

- 4.1. A permanent Employee of the Firm is eligible for urgent business leave of three (3) working days per annum.

5. Bereavement and Statutory Leave

- 5.1. A permanent employee of the Firm is eligible for bereavement leave of three (3) working days on the death of a member of the immediate family (parent, child, sibling, guardian, and spouse, including common-law spouse).

5.2. An Employee of the Firm is eligible for all other statutorily mandated Leave forms.

6. Sign-off requests

6.1. All requests for Leave must be completed using a Leave Request Form.

6.2. The Firm's Practice Manager will sign off on all leave requests via the Leave Request Form.

6.3. In the absence of the Practice Manager, any Director may sign off on the Leave Request Form.

7. Procedure for reporting tardiness, absences and early departures

7.1. 'Absence/Absenteeism' in this Policy is defined as an employee's frequent absence from work and job responsibilities.

7.2. 'Tardiness' in this Policy is defined as an employee's failure to report for work when scheduled to work.

7.3. If employees cannot come to work on time (or at all), they must inform their Practice Manager or immediate supervisor at least 30 minutes before their scheduled workday starts. If the Practice Manager is unavailable, another member of management should be contacted instead.

7.4. Employees who cannot physically contact their manager should ask another person to contact them.

7.5. Employees must provide their expected time or date of return when they call in absent. The Firm reserves the right to require proof of the need for absence, such as a doctor's note, if permissible by law. The Firm will record the employee's absence as "excused" in these cases.

7.6. Notwithstanding the above, the following reasons (which are not exhaustive) will not be considered excusable:

- i. Failing to wake up on time.
- ii. Stopping somewhere on the way to work to run errands or for personal reasons.
- iii. Traffic or public transportation delays (unless this is due to the closing of roads).

- iv. Bad weather (note that extreme weather conditions like, hurricanes and floods are excluded).
- v. Holidays that the Firm hasn't approved.
- vi. If an employee must leave work before the end of their shift, they must inform their supervisor immediately.

7.7. Firm employees who are absent for three days in a row or more without proper notification will be considered to have voluntarily quit their positions. Therefore, the Firm will carry out the termination process.

7.8. Continuous infractions by employees of the Firm of this section will subject them to the Firm's disciplinary process.

8. Exceptions for work absences

8.1. Employees may request exceptions for work absences. The employee must request to human resources and the management and note that these are approved on a case-by-case basis. The employee is advised to schedule absences as far in advance as possible.

8.2. Employees who become ill during their scheduled workday and cannot perform their responsibilities at an acceptable level should notify their manager immediately. In such cases, employees may be sent home until they get better and can work.

9. Method of tracking attendance

9.1. Employees of the Firm are responsible for monitoring their working hours through the Firm's biometric software.

9.2. Employees must record their hours and unforeseen absences in the biometric software as quickly as possible.

9.3. Unforeseen absences may require Firm employees to draw upon their remaining paid/personal time off to cover the absence.

10. Unforeseen circumstances of absence

10.1. There are circumstances where the Firm's management will understand the absence of its employees, even if they are unreported. These include serious accidents or a family medical emergency. In such instances, the Employee's

absence will be excused. However, the Firm reserves the right to ask for verification if necessary.

11. Failure to sign in and sign out

11.1. Employees must sign in and sign out for their scheduled workdays. If, for whatever reason, an employee is unable to record their time via signing in, they must notify the Practice Manager without delay.

12. Excused paid absence

12.1. Excused, unpaid absences can be granted for childbirth, medical appointments, funerals, jury duty, bereavement, a car accident, and unavoidable emergencies.

12.2. Please note that employees must prove a reason for the absence and provide relevant documentation in these cases within [preferred number of hours/days] of the absence.

13. Disciplinary Actions

13.1. Absences that are unreported and/or unexcused do not count as hours worked and, therefore, are not compensated by the Firm.

13.2. The following situations are considered attendance infractions (the list is not exhaustive):

- i. Unforeseen absence, with calls.
- ii. Unforeseen absence, without calls.
- iii. No call- no show for three or more consecutive days is considered a job abandonment or termination without notice.
- iv. Excessive absences.
- v. Excessive tardiness.
- vi. Early departure, no notification.
- vii. Late return from lunch or break (over 30 minutes).
- viii. Failure to clock in or clock out.

13.3. If the supervisor suspects that an employee of the firm is abusing their sick leave, the employee may be required to submit a doctor's note to avoid the Firm's progressive discipline process. In instances of unintentional tardiness, the employee will be subject to corrective counseling. This is the first attempt to resolve it. However, the Firm may take disciplinary action, including termination if:

- i. Corrective counseling doesn't work.
- ii. The Firm determines that you are willfully tardy.
- iii. The employee's tardiness or absenteeism impacts their work.

iv. Attendance issues lead to progressive disciplinary action up to and including termination based on the following:

1. Verbal warning.
2. Written warning.
3. Meeting with manager/supervisor, possible suspension.
4. The Employee is subject to termination.

13.4. Attendance infractions are reset every six months. [length time or dates on which employee attendance infractions reset is typically set to 6 months or 1 year].

14. Policy changes

14.1. The Firm retains the right to amend or terminate this Policy at any time.

I have read, understand and agree to this policy:

X

Mr./Ms.
Employee



Date:

Employee Time-Off Request Form

Today's Date: _____

Employee's Name: _____

Time-Off Request: _____ ☐ Days ☐ Hours

Beginning on: _____

Ending on: _____

Reason for Request

☐ - Vacation ☐ - Personal Leave ☐ - Funeral / Bereavement

☐ - Jury Duty ☐ - Family Reasons ☐ - Medical Leave

☐ - To Vote ☐ - Other: _____

I understand that this request is subject to approval by my employer.

Employee's Signature: _____ Date: _____

Employer's Decision

☐ - Approved ☐ - Rejected

Employer's Signature: _____ Date: _____

Print Name: _____