

Perform Air International Inc.
Quality System Manual
QSM.32: Attendance and Vacation Approval Policy

Revision	Revision Date	Revision Change
N/I	12/05/23	Initial Release
1	03/29/24	Revision to time method/Removal of Dr. Note reference
2	09/19/25	<i>Addition of Attendance/Schedule Accommodation Request</i>

To meet our work commitments in a timely manner, regular and consistent attendance from all employees is necessary. Excessive absences have a detrimental impact on the company's productivity and performance, which negatively affects the company's ability to reach its production goals.

Attendance

The following guidelines apply to the twelve-month period corresponding to the annual review period. December 1st through November 30th for non-management positions and January 1st through December 31st for management positions.

Unscheduled Missed Work Hours:

0-40 hours	No Disciplinary Action
60 hours	Verbal Warning
70 hours	Written Warning
80 hours	Final Written Warning
81+hours	Termination of Employment

Unscheduled Missed Work Hours: (First 90 Days of Employment or Maintenance Training Program):

0-30 hours	No Disciplinary Action
31+ hours	Termination of Employment

No Call / No Show:

An employee who does not report for their scheduled shift and fails to notify Perform Air of their absence before their shift time ends, will be subject to termination. This will stand unless an employee can provide evidence of emergency circumstances beyond their control, which renders it impracticable to notify the company.

Vacation Approvals

Requests for vacation time beyond an employee's available accrued hours will generally not be approved. Only Executive level management may approve partially paid or unpaid vacation time; Directors, Managers and Supervisors may not approve and must seek Executive approval. Executive Management reserves the right to alter or modify the terms and/or sequence of this policy, with or without notice.

Attendance/Schedule Accommodation Request (V.A Form 62.46) are subject to review and approval by Executive Management and also may be revised/suspended/terminated at any time, with or without prior notice.