

Wolverton Transport & Logistics Inc.

NOTICE TO ALL EMPLOYEES

Any employee that wishes to book time off must adhere to the following procedures.

- Requesting 1 day off (Including working a part day or leaving work early.) must be submitted in writing at least ONE week prior.
- Requesting anything longer than 1 day off must be submitted in writing at least TWO weeks prior.

Failure to follow the above procedures and taking unapproved time off (THAT IS NOT CONSIDERED AN EMERGENCY) will result in the following.

- First offence: Written warning. 1 copy given to employee, 1 copy added to employee's file.
- Second offence: Written warning detailing failure to follow procedures and understanding that there will be penalties if behaviour continues. This letter must be signed by the employee if they wish to continue working.
- Third offence: Suspension or other penalties to be determined by management.

Please fill out the section below to request time off. It must be approved by either Ryan or Ed. No exceptions.

Thank you,

Management

I, _____ (driver name) request the following time off:

_____.

Signed: _____ Today's date: _____