

HINDU SOCIETY OF GREATER CINCINNATI (“HSGC”) Schedule and Attendance Policy

This Schedule and Attendance Policy is attached to, and forms part of, the Employment Agreement by and between the HINDU SOCIETY OF GREATER CINCINNATI, INC., an Ohio non-profit corporation (“HSGC”), and every Temple Priest employed by HSGC at the Hindu temple located in Clermont County, Ohio at 720 Barg Salt Run Rd., Cincinnati, Ohio 45244 (“Temple”), effective upon commencement of employment.

To the extent that any of the terms and conditions contained in this policy may contradict or conflict with any of the terms or conditions of the attached Employment Agreement, it is expressly understood and agreed that the terms of this policy shall take precedence and supersede the terms and conditions of the attached Employment Agreement.

Unless otherwise addressed herein, the Employment Agreement, including, but not limited to, all terms, covenants, and conditions contained in the Employment Agreement, will remain in full force and effect.

Attendance Policy

All Temple Priests shall:

1. Abide by the schedule provided by management;
 2. Arrive to perform their daily obligations in a punctual and regular manner, which is an essential responsibility for each Temple Priest;
 3. Unless otherwise excused in writing, all Temple Priests are expected to remain at work for their entire work schedule; and
 4. Late arrivals, early departures and other unexcused absences are grounds for disciplinary action.
- As used herein, “absence” is defined as failure to report for work as scheduled.
 - An “excused absence” must meet the following criteria:
 - Temple Priest notifies HSGC:
 - For absences of one day or two days: 7 days in advance of absence;
 - For absences two days to 7 days: 30 days in advance of absence;
 - For absences of 8 days and over: 90 days in advance of absence;
 - and
 - Absence request is approved in advance by HSGC.
 - An “unexcused absence” occurs when the above conditions for an excused absence are not met. If it is necessary for a Temple Priest to be absent for work due to illness or emergency, the Temple Priest must notify HSGC as soon as possible, but no later than prior to his scheduled start time. If Temple Priest is unable to notify HSGC himself, he must arrange for someone else to notify HSGC instead.

Should a Temple Priest fail to report to work for three (3) or more consecutive days without notifying HSGC, that Temple Priest will be considered to have abandoned his job.

This policy does not apply to absences or reasonable accommodation covered by local, state and federal law.