



IVY LANE
CORPORATION

IVY LANE AREA MANAGER LABOR STANDARDS

- Time off during holidays and peak business times must be approved by VP of Operations.
- VP of Operations must approve all SCM transfers.
- AM approval is required before scheduling any overtime. SCMs/MOD to notify Area Manager of any incurred, unscheduled overtime.
- Vacations requested in excess of 7 calendar days for Service Center Managers or 5 days for Area Managers must be approved by the VP of Operations with appropriate notice.
- SCM's to notify Area Manager anytime they are not working scheduled hours.
- Weekly schedules must be finalized by the end of business no later than Wednesday prior to the work week. Area Managers are required to view schedule and discuss recommended changes with SCM by the end of business of the Friday prior to the scheduled work week. AMs to follow up to ensure requested changes are made.
- Labor forecasts should be completed by the AM prior to required schedule begin time.
- Area Managers are required to review these Labor Standards of Excellence with each SCM, preferably during a regularly scheduled SCM meeting.

AM Printed Name

Date

AM Signature

MM Printed Name

Date

MM Signature