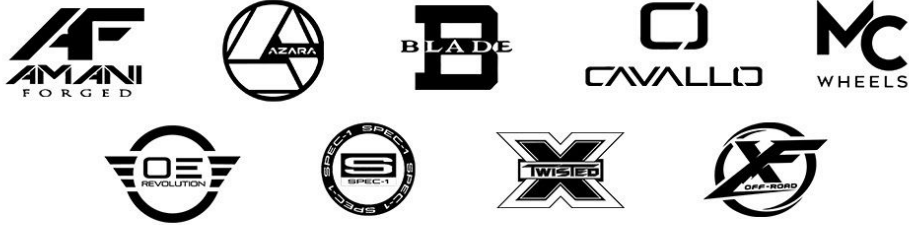


ELITE

WHEEL & TIRE DISTRIBUTORS



The Calling Out / Vacation SOP for Elite Wheel Warehouse is located on page 2 (scroll down).

You are able to download or print this document if needed.

The following are not finalized and changes may occur. If you have any suggestions on how to improve each procedure, please let management know.

Thank you,

Elite Management

PLEASE NOTE

When requesting time off, vacation time, or calling out of work, all Warehouse Management must be called, if Warehouse Management is unable to answer the phone you must send a text message. Failure to notify Warehouse Management of any absence will result in an immediate write up.

TIME OFF REQUEST

Warehouse Management must be contacted and notified about your time off request 48 hours prior to your requested time off date.

SHORT NOTICE TIME OFF / SICK DAYS

When requesting time off or a calling out sick with short notice, all Warehouse Management must be called and messaged 2 hours before your shift begins.

If an employee frequently calls out with short notice, the employee will be reviewed at the Warehouse Management's discretion.

REQUESTING VACATION TIME

If you wish to request vacation time please notify Warehouse Management 5 days prior to your desired vacation dates.

Warehouse Manager

Zach Koontz
(813) 317-8648

Shipping Manager

Skye Rodriguez
(405) 487-9337

Floor Supervisor

Erik Merino
(813) 409-6846

The following are not finalized and changes may occur. If you have any suggestions on how to improve each procedure, please let management know.

Thank you,

Elite Management