# Be Present

## Family Impact Work Policy

**Corporate Office Personnel**

The following applies to all Thompson Thrift corporate office-based team members. It includes TTD and TTC team members in Terre Haute, Indianapolis, Houston, Denver, and Phoenix. Team members may work from anywhere up to four days per month.

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- Approval from their supervisor
- An ongoing record of high performance
- Recording the time in ADP under created code labeled WFA
- A continued record of high productivity during these days
- These days do not roll over and must be utilized within the month for which they are designated

**Time Worked**

All team members must use the ADP WFA code for time worked under the policy. New hires need to complete 90 days of service prior to the request or use of WFA. Team members with a modified work arrangement who are not exempt from the overtime requirements of the Fair Labor Standards Act will be required to accurately record all hours worked using Thompson Thrift's time-keeping system. Hours worked more than those scheduled per day and per workweek require the advance approval of the team member's supervisor. Failure to comply with this requirement may result in termination of the WFA days policy for any team member who does not adhere to this policy.

