



LENDINGFRONT

LendingFront Weekend Work Policy



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Weekend Work Policy Objective

LendingFront understands that there are times outside of normal business hours that additional support is needed. LendingFront is committed to ensuring proper staff and resources are available in the event weekend work is needed.

Requesting Weekend Work

The procedures listed below are designed to ensure that the proper resources are available to you and your team.

1. The [Weekend Work Request Form](#) will need to be completed and sent to Lindsey Etling (letling@lendingfront.com) by 6 ET on Wednesday.
2. An email will be sent by 10 ET on Thursday morning confirming availability along with the costs for the work. This email will also note any outstanding unapproved invoices.
3. A reply to the email acknowledging the work and costs are approved will be required. The email must be sent to Lindsey Etling (letling@lendingfront.com) by 6 ET on Thursday in order for the work to be performed.
4. Once the reply has been received, a confirmation email will be sent.

Cost

Weekend work will be charged at a 30% premium over the employee's contractual rate.

Additional Requirements

All unapproved invoices must be approved in order for weekend work to occur. If there are any outstanding unapproved invoices, please email David McGowan (dmcgowan@lendingfront.com) and Lindsey Etling (letling@lendingfront.com) confirming approval by 6 ET on Thursday. If the approval has not been received, work will not be performed. In addition, an email will be sent to all parties stating the work will not be completed.