

1. ATTENDANCE

A. Attendance is critical to the Employer accomplishing its business objectives. The Employer's work is accomplished by those who perform the work. Unless employees are at work, they cannot perform their functions. Absence and tardiness from work, calling off work, and leaving work early, even for legitimate or excusable reasons, causes inefficiencies and lost productivity.

B. Definitions

1. A Tardiness is clocking in for work after the required shift starting time or returning to work more than thirty minutes after a meal break and which occurs within two hours of the employee's shift start time or conclusion of meal time.
2. An Early Out is leaving work not more than two hours before the end of an employee's scheduled shift.
3. Calling Off is failure to work scheduled overtime. It also includes failure to work voluntary overtime after the employee has accepted the opportunity.
4. An Absence is missing scheduled, mandated or call-in work or overtime which is not either a tardiness or an early out. Absence is also an tardiness and an early out during the same period of scheduled, mandated or call-in work or overtime.

C. Points shall be accumulated for time lost, calling off and failure to timely report absence as follows:

1. After 3 instances of tardiness, 1/2 point for a tardiness or early out which is less than 1/2 hour and one point for a tardiness or an early out which is 1/2 hour or greater.
2. Two points for an absence (after employee has used 56 hours of sick time) or calling off.
3. Three points for an absence when no call is made by the employee to his supervisor or other manager at least three hours before start of the shift or scheduled overtime.

D. Under these Attendance provisions, points are accumulated on a rolling twelve months basis beginning with the date of a tardiness, early out, calling off or absence and going back to (but not including) the same

calendar date of the previous year. Based on accumulated points, employees are subject to discipline as follows<sup>1</sup>:

2 Points          Written reprimand

4 Points.          Suspension without pay for three (3) days.

6 Points          Suspension with pay for (5) days or discharge

- E.      No points are accumulated for paid vacation, paid holidays for which there is no scheduled work or overtime, court required jury duty, approved disability leave for seven or more consecutive days, approved scheduled time off, approved leave due to work related illness or injury, leave under FMLA, and military leave.

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<sup>1</sup> It is possible that an employee might accumulate points faster than discipline can be imposed. The fact that lesser discipline has not yet been imposed for accumulative points does not prevent the Employer from imposing more severe discipline for additional point accumulations. If a grievance is pending as to discipline, the Employer may use the accumulated points to discipline even though the discipline has not be resolved through grievance or arbitration.