

**Article XXIV-**  
**Attendance Procedure**

The Company and the Union mutually agree the problem of absenteeism must be addressed in a cooperative and constructive manner. Both parties recognize that absences adversely impact quality, cost and efficiency and in so doing create a threat to the job security of all employees.

The parties also recognize that sometimes absenteeism is the result of personal or unforeseen and immediate problems in an employee's life. It is also understood that such problems must be addressed in a reasonable and responsible manner.

Based on the foregoing, both the Company and the Union have agreed to adopt the following No-Fault Attendance Program, at the same time expecting employees to accept responsibility for their own attendance behavior.

- Employees that fail to report their absence or show within the 1<sup>st</sup> hour of the start of their shift may be subject to discipline under SR# 26 and attendance points. The Company reserves the right to change the call-in number for business reasons with proper notice to the Union and all Employees.
- This policy shall apply to all employees who have acquired seniority pursuant to collective bargaining agreement
- Newly hired employees shall be covered under the provisions of this policy once a 90 calendar day probationary period has been completed. Prior to completion of the probationary period, newly hired employees shall be disciplined up to and including termination.
- Physician's notes/excuses will not have an impact on the administration of this procedure.
- If an employee reaches 18 or more points, the employee will be discharged automatically.
- Issues related to this policy should be reviewed with the Human Resources Rep.

**No-Fault Attendance Policy**

Tardy (less than 4 hours) = 1 point

Tardy (4 hours or more) = 3 points

Absent=3 points

Each additional day absent = 1 additional point per day

Sick leave=1 point per occurrence excluding FMLA associated leaves

- 1-17 points: Point totals posted weekly in specified area.
- 18 points: Discharge-Interview will be performed prior to employee being required to leave the plant.

Once an employee has accumulated points they will remain on the employee's record for a period of 12 months active service from the date of the absence. It will be the responsibility of the employee to be aware of their own point total.

The following are the absences that are exempt from this program:

- **Worker's Compensable cases**
- **Military –short term**
- **Union Activity**
- **Vacations**
- **Jury Duty**
- **Bereavement**
- **FMLA (Family Medical Leave Act)**
- **Training (at the training center) and Apprentice Training off-site**

### Restricted Vacation (VR Days)

Per this agreement, employees will be permitted to use their 40 hours of Restricted Vacation without prior approval except for days immediately preceding or following a holiday. Employees can use their VR in blocks as little as 6 minute increments. Employees will have the option to use VR to excuse them from this procedure not more than (5) five times in a calendar year. It is understood that the 6 minute increment can create a situation which employees will be accessed points toward this policy while still maintaining a Restricted Vacation Balance. After the 5 occurrences of VR have been used any remaining balance needs to be used as pre-approved vacation.

It is understood that issues related to the abuse of this provision in the form of concerted activity involving multiple employees missing the same day and causes major production disruptions will be brought the attention of the Bargaining Chairperson and the Manager of Industrial Relations and will be dealt with appropriately.

\*\* For absences not covered, such as funeral of relative not covered by bereavement or for court subpoenas, the employee must provide documentation within two weeks of absence or the absence will remain unexcused and accrue points.

- Must provide proof of relationship for funerals of a relative.
- Excused absences for funeral are for the day of the funeral only and only if the funeral is during your normal working hours.
- Excused absences for court subpoena is only for the time of the court appointment, not the entire shift, and only if the court appointment is during your normal working hours.

\*\*\*Absences required to be protected by law will be considered exempt.

### **Process**

Employee point levels will be posted or made available weekly in the plants using employee ID numbers. Any questions regarding point levels and attendance infractions, employees can contact their Group Leader (supervisor).

### Attendance Incentives

For every six (6) months that an employee achieves perfect attendance they will choose between:

- Eight (8) hours additional paid vacation day or eight (8) hours pay.
- Note: Award periods are September 1 – February 28 and March 1 – August 31.

Perfect attendance is defined as not having a "U", "2", "3", "8", "D", "E", "S", or "G" Code leaves codes on an employee's record.

- "U" or "8" Code = Unexcused Absence
- "2" Code = Employee late for work
- "3" Code = Employee left work
- "D" Code=Discipline
- "E" Code=Excused
- "S" Code = Employee on sick leave
- "G" Code=Personal leave

### SEVERE WEATHER

The welfare of Saginaw Site employees has always been a major factor when considering decisions regarding site operations during periods of severe weather in determining whether Saginaw site shall attempt to operate during such conditions.

Considerations are also given to the severity of the conditions, actions of other employers in the Saginaw area, and the advice of state and local authorities.

Based upon the known conditions as described above, an employee who is absent or fails to be at work on time after making every reasonable attempt and the employee has notified the plant of weather related reasons, the absence or late will be coded excused.

Management Yusem Pruitt Date 12/9/15

Union Robert D. Glaser Date 12/9/15