

# **A- Distribution Center Attendance Policy Bargaining Unit Employees**

Effective: February 1, 1999

## **Objective:**

Recognizing the detrimental effects absenteeism has on achieving production, maintaining morale and providing quality customer service, this policy is established to provide a fair and constant approach to controlling absenteeism.

## **Definition of Absences:**

An absence is when an employee fails to report for and remain at work as scheduled. Tardiness is a form of absence in which an employee reports to work after the scheduled start time, whether at the start of a shift or return from rest or lunch break. Leaving early before the tour of duty ends, is also an absence. Absence then includes all time lost from the work schedule, whether avoidable or unavoidable, voluntary or involuntary unless authorized **and excused** by supervisor.

## **Occurrences:**

Since it is virtually impossible to verify the legitimacy of each occurrence or to draw the line between legitimate or illegitimate absence in every case, a statistical basis is employed coupled with a progressive system of discipline. Corrective action is taken when the circumstances warrant. All absences from the work schedule will cause assessment unless specifically "excused" in advance by a supervisor. Time scheduled via overtime lists or scheduled as the result of a "draft" will also fall under the policy. When an individual is scheduled to work – regardless of whether it is a normal schedule or an additional assignment, they are absent if they fail to report for and remain at work as scheduled. Flagrant violations of not reporting to work when being "forced in" may be considered insubordination in which more severe disciplinary action may be warranted outside the normal occurrence assessment. One occurrence will be assessed for an isolated absence regardless of the number of days involved. For example, an employee who is absent for two consecutive days due to illness will be assessed one occurrence, not two. Partial occurrences will be charged in situations where an employee is more than fourteen minutes late reporting to work but less than two hours late. Those tardys will count as one-half (1/2) of an occurrence. Late arrivals of fifteen or more minutes will be considered one full occurrence. An employee who leaves before they have worked their entire scheduled shift will be charged with one (1) full occurrence unless early departure has been excused by a supervisor in advance.

**Excused Absences:**

All absences from the work schedule will cause assessment unless specifically excuse in advance by a supervisor or for the following situations:

Time off designated as Family Medical Leave  
Paid vacation which has been scheduled in advance  
Personal holiday time which has been scheduled in advance  
Time off to serve as a juror  
Paid time off for funeral leave  
Time off which qualifies for short term disability benefits  
Disciplinary suspension for absenteeism

Other considerations may be given in situations where a state of emergency has been declared by the governor which impacts an employee's ability to come to work.

**Discipline:**

Four (4) occurrences within any six (6) month period = verbal constructive advice

Four (4) occurrences within any six (6) month period following a verbal constructive advice will result in a written warning

Three (3) occurrences within any six (6) month period following a written warning will result in a suspension.

Three (3) occurrences within any six (6) month period following a suspension will result in termination of employment.