

To: All CSP Hourly Employees
Subject: National Attendance Program

The National Attendance Program will be implemented effective **Monday, January 7, 2008**.

- Absences incurred prior to 01/07/08 will not be factored for attendance control under the new National Attendance Program.
- Absenteeism discipline on record at the beginning of the Program will remain unchanged.

Please read and understand the following provisions because these items will be the foundation for attendance control.

Employee Responsibility

- Employees must call-in all unplanned absences at least 15 minutes prior to the start of their shift.
- Employees returning from a medical leave must report to the designated medical facility in advance of the Return To Work to ensure they are available for work at the start of the shift.

Chargeable Absences

- Chargeable Absences will include:
 - "A" Codes – AWOL
 - "T" Codes – Temporary Illness / Injury of 1-2 Days
 - "M" Codes – Unpaid medical days of 3 or more will result in 2 chargeable absences
- Chargeable absences coded A, T, or unpaid M will be counted for full shift absences. Tardiness and partial shift absences will be handled separately for accountability and disciplinary purposes.
- The inclusion of the unpaid M code as a chargeable absence reinforces absence accountability, yet recognizes the occasional illness experienced by employees with good attendance. Thus, the provision will count unpaid medical code as chargeable, but only for a maximum of two chargeable absences per incident or occurrence involving three or more consecutive unpaid days of personal illness or injury.
- For locations where weekend or holiday work is considered overtime, employee absences on these days will not be covered under the National Attendance Program. If an employee has an unexcused absence on a scheduled overtime day, the absence is subject to discipline with the charge of Failure to Work Scheduled Overtime.
- External medical documentation will generally not be required for T and unpaid M codes because these are chargeable absences. However, employees may submit acceptable external medical documents for qualifying day T and M absences for the sole purpose of holiday pay eligibility. Such absences will be chargeable for attendance control purposes.

Initial Measurement Period

The initial measurement period will begin with the effective date of the National Attendance Program: Monday, January 7, 2008, and continue forward for a period of eighteen months.

- The initial measurement period will be extended by personal medical leaves which occur during the measurement period.
- Chargeable absence accountability or result progressive discipline will be in accordance with Table 1 or Table 2 on the reverse side of this bulletin.

Table 1: Absence Progression

<u>Step</u>	<u>Action</u>
1. 1 st Absence	Employee Absence
2. 2 nd Absence	Employee Absence
3. 3 rd Absence	Employee Absence
4. 4 th Absence	Employee Absence
5. 5 th Absence	R&W
6. 6 th Absence	R&W + 1 Day
7. 7 th Absence	R&W + 1 Week
8. 8 th Absence	R&W + 2 Weeks
9. 9 th Absence	R&W + 1 Month
10. 10 th Absence	Termination

Table 2: Modified Absence Progression w/ Discipline

The one exception to Table 1 disciplinary progression involves employees who have discipline for absenteeism on record at the time of implementation. These employees will have chargeable absences addressed in accordance with Table 2. If, during the Initial Measurement Period, an employee has his/her most current discipline for absenteeism drop off the record, the employee will have future chargeable absences addressed thereafter pursuant to Table 1.

Current Penalty	Employee Absences	5 th Chg Absences*	6 th Chg Absences*	7 th Chg Absences*	8 th Chg Absences*	9 th Chg Absences*
R&W or LTOJ	4	R&W + 1 day	R&W + 1 Week	R&W + 2 Weeks	R&W + 1 Month	Termination
R&W + BOS or R&W + 1 Day	4	R&W + 1 Week	R&W + 2 Weeks	R&W + 1 Month	Termination	
R&W + 3 days or R&W + 1 Week	4	R&W + 2 Weeks	R&W + 1 Month	Termination		
R&W + 2 Weeks	4	R&W + 1 Month	Termination			
R&W + 1 Month	4	Termination				

*Chg Absence = Chargeable Absence

Utilization of Excused Absence Allowance Days

- Employees will be allowed to utilize available Excused Absence Allowance (EAA) hours, after-the-fact, provided they meet certain conditions: 1) the employee has no absenteeism discipline on record, 2) the absence day does not involve a qualifying day for holiday pay and 3) the collective employee absences on the day in question did not adversely impact operations.
- For absences on qualifying days that occur before or after a holiday, the local process for supervisors approving vacation or EAA time after-the-fact remains unchanged.
- Employees who do not meet the condition of a clear absenteeism discipline record may seek approval for possible EAA time from their supervisors on an after-the-fact basis.