

The full policy can be found on Jetnet at:

All Places > Airports > Documents

TEAM MEMBER RESPONSIBILITIES

When a team member is going to be absent, the team member must notify the company at least one hour prior to the start of the team member’s shift each and every day unless directed otherwise. A team member who fails to do so may be subject to a progressive review level. The team member must personally report an absence in accordance with their local procedure unless the team member is physically unable to do so or applicable law provides otherwise.

Any requested documentation such as a Doctor’s note must be submitted within 7 days of the request.

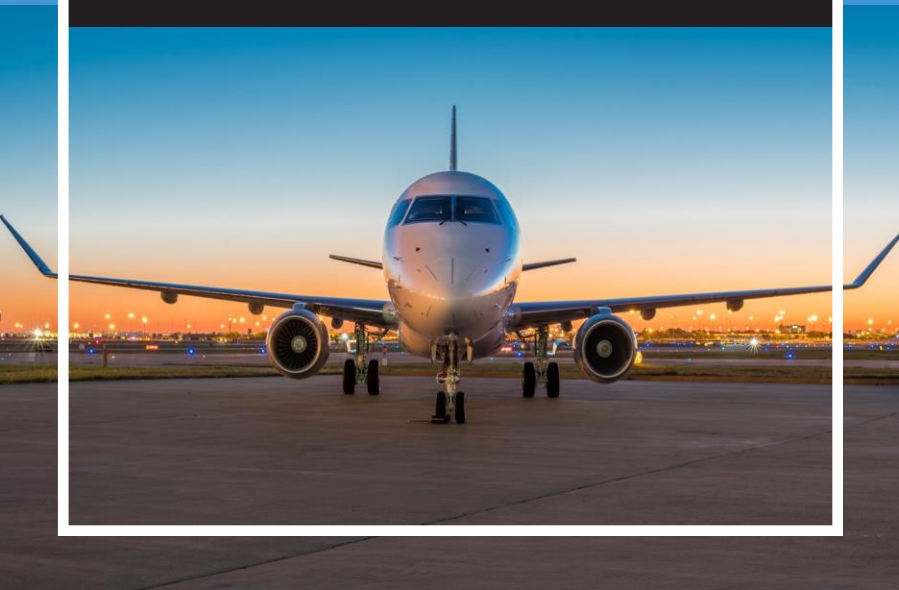
YOUR ATTENDANCE SNAPSHOTS:

Today’s Date	
Total Points	
Current Level	
Date Last Level Issued	



ATTENDANCE GUIDELINES

**For Passenger Service Group Covered
By CWA/IBT Agreement**



ATTENDANCE POLICY OVERVIEW

PROGRESSIVE REVIEW LEVELS:

The chart below outlines the guidelines for levels based on points assigned.

Point Total	Levels
Less than 4 Points within 12-month period of Active Service (prior to and including the 1st date of last occurrence)	Coaching
4 Points within 12-month period of Active Service (prior to and including the 1st date of last occurrence)	Level 1
3 Points within the Level 1 Effective Period (12-month period of Active Service)	Level 2
2 Points within the Level II Effective Period (12-month period of Active Service)	Level 3
2 Points within the Level III Effective Period (12-month period of Active Service)	Termination

POINT ASSESSMENT:

Occurrence	Points
Late Arrival to Work - When an employee arrives to work no more than two (2) hours after the employee's shift start time (includes scheduled shifts, overtime and shift swaps) or at a time authorized by management.	0.5 Point
<ul style="list-style-type: none">Sick absenceAbsence with Notification at least one (1) hour prior to scheduled shift start -Ex: shift start 10:00, need to call by 9:00Notification of absence 59 mins or less is an additional point (absence point plus late notification point for 2.0 point total)Unauthorized Absence - points accrue daily	1.0 Points
<ul style="list-style-type: none">Absence associated with an identified absence pattern	2.0 Points
<ul style="list-style-type: none">When a team member does not notify the company of absence or late arrival, includes OT, swaps and split shiftsWhen an employee arrives 2 hours after their shift starts without management authorization	2.5 Points
No call/No show - Job Abandonment – three (3) consecutive scheduled work days	Termination

IDENTIFIED ABSENCE PATTERNS:

Once an absence pattern has been identified, the occurrence is two (2) points unless acceptable documentation has been provided to the manager. A pattern could include absences for all or any part of a scheduled shift.

- Absence while on an progressive level for attendance
- A weekly/monthly absence pattern (i.e. every Saturday)
- Absences immediately preceding or following a vacation day, a day off or swap off
- Repeated absences for partial and/or doubles shifts
- Holiday or Critical Operation periods:
 - h Super Bowl Sunday through the Monday after
 - h The Friday preceding Easter through the Monday following Easter.
 - h Memorial Day weekend (including Memorial Day)
 - h July 1 through July 7
 - h Labor Day weekend (including Labor Day)
 - h The Tuesday before Thanksgiving through the following Sunday
 - h December 22 through January 3
 - h Mandatory Overtime