



**Local Policy - Gladstone**  
**Effective: November 6<sup>th</sup>, 2017**

**Attendance Point Earn Back Program**

The purpose of this policy is to improve the absenteeism rate within the facility. This policy will be reviewed at least annually by leadership and the policy committee to ensure effectiveness. This policy can be modified, discontinued, or continued based on the team's recommendation.

**Guidelines.**

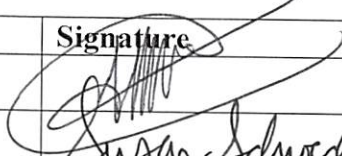
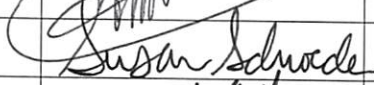
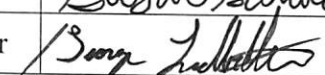
Employees who achieve ninety (90) calendar days without accumulating a point or partial point for all scheduled work hours, including overtime, can earn one (1) negative point. Weekend overtime or overtime worked on days that are not part of an employee's normal work week will count toward this calculation. Employees shall not have a negative attendance point balance at any given time (i.e. banking of negative points is not allowed).

Examples of absences **that disqualify** an employee from the perfect attendance Point Earn Back Program are: Tardy, Out Early, Sick, unpaid FMLA, Unpaid Funeral Leave, Unpaid Personal Leave, Short Term Disability, No Call No Show, etc. This list may not be all inclusive and all time away from work will be reviewed by Human Resources for proper application of policy.

Examples of absences **that don't disqualify** an employee from the perfect attendance Point Earn Back Program are: Vacation paid, FMLA Vacation paid, bereavement paid, Military Duty, and Jury Duty. This list may not be all inclusive and all time away from work will be review by Human Resources for proper application of policy.

**Procedure.** Upon successful attainment of the one (1) negative earn back point; the employee's record will reflect the earned point back as soon as administratively possible. The oldest point on the employee attendance will fall off on the 91<sup>st</sup> rolling day. Disciplinary action will always be issued based on the employee's most current balance. Before any termination disciplinary action is taken, the employee's attendance will be reviewed against this earn back program.

Developed by: Gladstone Local Policy Committee

Approved by	Title	Signature	Date
Frederic El-Ahdab	Plant Manager		
Susan Schroeder	HR Manager		
George Ledbetter	IBEW Business Manager		

*Local policies will be reviewed on yearly by the policy committee.*