

ATTENDANCE REQUIREMENTS

1. Prompt and regular attendance on the job by every employee is vital to the successful completion of the work.
2. Every employee is expected to begin work at the start of their scheduled shift and to complete their assigned work shift according to the work rules and the duties and responsibilities of their job.
3. Repeated absenteeism and tardiness is cause for disciplinary action, including discharge.
4. Employees who arrive late or quit early will be docked as noted in the Employee Handbook, 3.2 Time Keeping.
5. Employees who are absent FOR ANY REASON must contact the site office, either by phone or in person, and give the following information:
 - A. Name
 - B. Employee Number
 - C. Reason for Absence
 - D. Estimated Length of Absence
6. Approved Absences. An absence, including late arrival, and early quitting, where the employee has requested and is granted approval prior to a period of absence. Only the Site/Area Manager or designated Supervisor(s) is authorized to approve an absence. There may be situations where prior approval can not be attained. These will be reported as unapproved until the employee returns to work. If satisfactory proof is provided to the Site/Area Manager that an illness or emergency existed, the absence will be changed to approved. If an employee is absent due to sickness for three (3) or more days, a doctor's excuse must be presented for the employee to return to work. An Absence Approval Form must be completed by the employee before an absence can be approved by the Site or Area Manager or designated Supervisor(s).
7. Unapproved Absences. Those absences where approval was not received as set forth above.

Absences of three (3) consecutive work days without approval will be automatically terminated as "quit".

Unexcused absences, including late arrival and early quitting, in excess of two per four week period shall be grounds for termination.
8. Employees must work forty (40) straight time hours, or have an approved absence for the time missed during the week, to be eligible for scheduled or unscheduled weekend overtime work.

As noted below, I certify that I have received a copy of the G-UB-MK Attendance Requirements (3.3), and recognize that it is my responsibility to understand and comply with the requirements.

Employee Name: _____

Employee SS# _____

Employee Signature: _____

Date: _____