



Belt Railway Company of Chicago Policies & Procedures

Policy No.: 18

Policy: Standards for Employee Attendance

Effective: January 1, 2018

Reviewed: March 31, 2022

Revised: April 14, 2021

The Belt Railway Company of Chicago (BRC) relies on our employees to fulfill their employment obligations so that we are able to meet the business obligations we have made to our customers. Attendance that is not regular and reliable directly impacts our operations and jeopardizes the prospects of profitability and continued employment. All employees are required to adhere to their prescribed working hours faithfully and are required to consistently protect full-time availability to work as scheduled.

Examples of conduct prohibited by the BRC attendance standards include, but are not limited to:

- Frequent or pattern of calendar weekend layoffs.
- Frequent or pattern of holiday layoffs.
- Frequent or pattern of layoffs on either side, or both sides, of rest days.
- Frequent or pattern of tardiness, leaving assignment early and/or unavailability to perform service.
- Frequent or pattern of layoffs within 2 hours of on-duty time.
- Frequent or pattern of sick layoffs without timely acceptable medical documentation.
- Frequent or pattern of abuse of contractual displacement provisions, i.e. frequent or pattern of extended period in displaced status on either side of rest days, also known as “voluntary unavailability.”

Time away from work such as periods of vacation, personal leave, medical leave, time on the bump board, etc. are considered as "excluded" time for the purpose of determining total number of unexcused absences. (Exception: employees who show a pattern of being displaced to the bump board who fail to take notification that are subject to call based on their last assignment will be charged attendance layoffs when failure to take notification is 10 hours or greater.)

Events such as jury duty, recertification or training classes, layoff union or company business, are counted the same as on duty time; therefore, these events will not count as an attendance layoff. National Guard, Drill, Training will also count the same as on duty time; however, employees will need to provide their supervisor a copy of their orders for this time to be counted as available.

BRC recognizes that its employees may be subject to one of several bereavement leave provisions in their respective Collective Bargaining Agreements. In order to clarify procedures in connection with a request for bereavement leave, the following procedures apply:

- Initial Call – Employees are to follow their applicable call-in procedures as per their departmental notice(s). Upon calling in, employees must identify the nature of family relationship during this call to validate that the appropriate family relationship exists to support bereavement leave under the employee’s applicable Collective Bargaining Agreement.
- Acceptable Documentation – BRC will accept an obituary, funeral program, or death certificate as valid proof of death of a qualified family member.
- Timeline to Provide Documentation – Employees must submit one of the items of Acceptable Documentation to their department management within 10 days of return from bereavement leave.
- Employees who fail to submit Acceptable Documentation within the required 10 days of return to work will have the bereavement days converted to unexcused sick days. In addition, any pay that an employee may have received for bereavement leave that was not followed by Acceptable Documentation will be converted to unpaid days, and any overpayment will be deducted from the employee’s next paycheck.

BRC management will review employee attendance on a regular basis. When, in the assessment of management, attendance is being misused by an employee (*more than two (2) unexcused absences in a calendar quarter*), management will initially issue an “Attendance Advisory Letter” stating to the employee that there exists an attendance problem, and issuing instruction to refrain from further attendance problems. BRC recognizes that situations and circumstances may impact attendance and management will use reasonableness in addressing these issues. If an employee fails to comply with the requirements of this Policy following the initial Attendance Advisory Letter, any subsequent violations in the following eighteen (18) months will be subject to the formal disciplinary process. BRC also reserves the right to investigate alleged excessive violations of this Policy (*more than five (5) unexcused absences in a calendar quarter*) prior to end-of-quarter management review.

Repeated unavailability to protect full-time employment is considered unacceptable unless the employee provides timely medical documentation with an original statement signed by a medical practitioner that confirms the employee was unable to work the entire specified period or period(s) of absence, the reason(s) for the absences, and expected frequency of absences, if any, in the future. A telephone number of the medical care provider must also be included so that the period of absence can be verified. It is the employee’s responsibility to proactively provide BRC management with any medical documentation within fifteen (15) days of the unauthorized day off if the employee desires the day off to be considered for excusal. The stated period during which to provide documentation shall not exceed fifteen (15) calendar days. BRC reserves the right to disregard repeatedly incomplete or unsatisfactory documentation.

Employees found in violation of falsifying his or her reason(s) for absence may be subject to discipline, up to and including dismissal. Employees who repeatedly disregard instructions to furnish medical documentation to the BRC will be considered to be failing to comply with instructions, and may be subject to formal discipline, up to and including dismissal, for same.

The BRC considers repeated violations of the Standards for Employee Attendance to be a serious offense, which negatively impacts business operations, employee health and safety, and the interests of the BRC. If violation of the Standards for Employee Attendance continues, even with medical documentation, an employee may be subject to formal investigation and may be subject to discipline up to and including dismissal.

In addition, dismissal may occur if an employee is found responsible for independent, non-attendance related rules violations. It is the responsibility of ALL BRC employees to fully comply with these standards.