

UNITED AND CAL CONTRACT COMPARISONS

Mechanics' Contract

IAMAW Contract / United

ibt TA / Continental

Sick Time / Attendance Policy

Article XIV Sick Leave

No employee shall be reprimanded for the legitimate use of sick and/or injury leave.

An employee whose dependability record is unsatisfactory shall be so advised, furnished a copy of his record, and given a reasonable opportunity for improvement before any disciplinary action is taken. (14G)

Continental Tech Ops Attendance Policy

The purpose of the Attendance Program is to manage attendance in a fair and consistent manner. It sets forth a standard for acceptable attendance and details the action to be taken when expectations are not met.

Credit – A unit of measure used to track absence and tardiness.

Absence – Any single specific period of absence from work for a single reason.

Tardy – Reporting for work more than six minutes after scheduled starting time.

Reported Personal Absence – Anyone calling the appropriate individual to report an unplanned absence from work, for any reason prior to the start of shift.

Unexcused Reported Personal Absence – Anyone calling the appropriate individual to report an unplanned absence after shift start time.

Absence from duty for the following reasons will be considered within the employee's control and may result in disciplinary action where appropriate.

Attendance Credits deducted for Absence

- | | |
|-------------------------------|--------------------------|
| a. No Show, No Call | 3 Credits per Day |
| b. Reported Personal Absence | 1 Credit |
| c. Tardy | ½ Credit |
| d. Unexcused Personal Absence | 2 Credits |

Where there is reasonable cause to believe the program is being abused management may accelerate the progressive, corrective process.

0 Credits in account results in AMT termination



Technical Operations Maintenance Guidelines

Chapter 4 – Attendance Policy

Home
Mission Statement
Chap 1 Preface
Chap 2 Org Charts
Chap 3 Dress Code
Chap 4 Attendance
Chap 5 Filling Vacancies
Chap 6 Overtime
Chap 7 Protective Equip.
Chap 8 Misc. / General

The purpose of the Attendance Program is to manage attendance in a fair and consistent manner. It sets forth a standard for acceptable attendance and details the action to be taken when the expectations are not met.

Front Line Employees

A. Attendance Record

1. The employee's attendance record contains a record of all absences from duty. It is used to establish eligibility for attendance award programs and to document absence from work and tardiness.

B. Definitions

1. Absence - Any single specific period of continuous absence from work for a single reason.
2. Authorized Unpaid Time Off (A.U.T.O.) - Time absent from work, authorized in advance by the Company.
3. Credit - A unit of measure used to track absence and tardiness.
4. No Show, No Call (Per Day) - Anyone scheduled to work their own shift, an acknowledged day trade, or overtime who does not report to work, and does not call to report an absence within four hours of the start of the shift.
5. Occupational Injury Time - Time absent from work due to an on-the-job injury.
6. Reported Personal Absence - Anyone calling the appropriate individual to report an unplanned absence from work, for any reason prior to the start of the shift.
7. Tardy - Reporting for work more than six minutes after scheduled starting time, up to four hours into the shift.
8. Unexcused Reported Personal Absence - Anyone calling the appropriate individual to report an unplanned absence, after shift start time up to 4 hours into the shift, for any reason.

C. Non-Accountable Absence

1. Absence from duty for the following reasons will not count for discipline related attendance tracking.
 - a. Vacations

- b. Holidays
- c. Trade Days Off
- d. Death/Critical Illness in the Family
- e. Jury Duty
- f. Approved Leaves of Absence, including under the Family & Medical Leave Act.
- g. Occupational Injury Time
- h. A.U.T.O.
- i. Tardy
Note: Only the first three incidents of tardiness, of more than six but less than 15 minutes each, in a rolling 12 month period will not be accountable. The fourth and subsequent incidents will be accountable as specified in F below
- j. Non-critical Illness in the Family – refer to IBT Contract, Article 11, page 8, paragraph L

D. Accountable Absence

- 1. Absence from duty for the following reasons will be considered within the employee’s control and may result in disciplinary action where appropriate.
 - a. No Show, No Call
 - b. Reported Personal Absence
 - c. Tardy
 - d. Unexcused Reported Person Absence

E. Recurring Medical Condition

- 1. A recurring medical condition, as used in this program, is defined as two separate outages for the same illness. The second outage will not be accountable if it occurs within 14 days of the first outage.

F. Attendance Credits

- 1. Each non-probationary employee will be given seven attendance credits. Probationary employees will begin with 3 credits and will receive 4 more upon completion of the probationary period. Credits will be deducted from the employee’s account for accountable absences as shown below. Credits will be restored on a rolling 12 month period.

Accountable Absence	Deduction
No show, No call	3 Credits Per Day
Reported Personal Absence	1 Credit
Tardy	½ Credits

Unexcused Reported Personal Absence

2 Credits Per Day

Credits in Account	Action to be Taken
5+	None Required
4	Informal counseling
3	Verbal Warning, and counseling
2	Written warning, and counseling
1	Written termination warning, and counseling
0	Termination

- G. In an effort to administer the program fairly, special consideration may be given to individuals with extenuating circumstances. These circumstances will be reviewed by local management to determine the appropriate action.
- H. The Attendance Program will be managed in compliance with all federal, state, and local laws.
- I. An employee's attendance record will be reviewed to determine attendance patterns or trends. Patterns and trends may include absenteeism consistently falling in conjunction with a scheduled day off, scheduled vacation, holidays, surrounding day trades off, when absenteeism frequently occurs on the same day of the month, or repeatedly being late for work by less than six minutes. Where there is reasonable cause to believe the program is being abused, local management may, in some cases, accelerate the progressive, corrective process with the approval of both the senior management of the division and Human Resources, provided notice is given to the affected employee.

Management/Non-Management Sick/Occupational Injury

- A. Sick and Occupational Injury Pay
1. Management and Non-Management grade employees will accrue 6 hours of sick pay for each month of active service. Full-time employees may accrue up to 700 hours in a normal sick bank and an additional 300 hours in catastrophic sick bank. Once the employee exhausts paid time, he or she must return to regular, productive duty before becoming eligible again for paid time. If a management employee exhausts occupational injury pay, the Company will then allow the employee to exhaust paid non-occupational sick time, unless the employee elects in writing at that time not to use it. Sick bank will re-accrue at 6 hours per each month of active service

[Home](#) | [Mission Statement](#) | [Chapter 1](#) | [Chapter 2](#) | [Chapter 3](#) | [Chapter 4](#) | [Chapter 5](#) | [Chapter 6](#) | [Chapter 7](#) | [Chapter 8](#)

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Last updated: 11/11/2008@
