

**TRANSDEV CINCINNATI  
STREETCAR  
ATTENDANCE POLICY**

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General Manager

Document Revisions		
Revision Number	Effective Date	Changes
Version 1	November 1, 2017	
Version 2	December 20, 2017	10 points
Version 3	March 20, 2018	Notices and Disciplines

### General Introduction

Employees who report to work at the designated day and time promote service reliability. Conversely, employees who fail to report for work at the designated day and time adversely impact service reliability.

### Objective

To provide guidelines and corrective actions for excessive absenteeism and covered approved absences.

### Policy Details

#### Excused Absence-Definition:

1. Pre-arranged vacation time;
2. Personal leave;
3. Medical leave;
4. Family Medical Leave Act (FMLA);
5. Jury and/or witness duty;
6. Military leave; and
7. Any other leave that is protected by law.

#### Unscheduled Leave/Absences-Terms/Conditions:

Employees are required to call in advance for each day of work missed or at times when they will be late for work. All employees who will be absent or tardy are required to contact their Manager/Supervisor *at least two hours prior to the start of the shift.*

#### Unscheduled Leave/Absence-Definition:

1. Failure to call two (2) hours in advance of the start time;
2. Failure to call in advance of the start time (i.e. "No Call/No Show");
3. Failure to call in advance of the start time for three (3) consecutive shifts (i.e. Absent Without Leave [AWOL]);
4. Failure to complete the entire shift (i.e. Early Departure); and
5. Missing a required meeting.

Tardiness-Definition:

1. Late arrival for the start of the shift; and
2. Late return from a meal break.

Disciplinary Guidelines for Attendance:

Disciplinary action will be based on a 10-point system using a “rolling” 12-month calendar beginning with the first attendance occurrence.

An employee is subject to termination when 10 points have been accumulated in a “rolling” 12-month period.

Violations of more than one type of infraction will be assessed using the occurrence with the *highest value*. Each department will be responsible for tracking all attendance occurrences, providing notice for every occurrence to the employee and updating the attendance tracker daily.

Point System:

- AWOL (8 Points)
- No Call/No Show (4 Points)
- Unexcused absence with notice provided (2 Points)
- Missing a Required Meeting (1 Points)
- Early Departure (unless pre-approved) (1 Point)
- Tardy (1/2 Point)
- Late in returning from meal break (1/2 Point)

Progressive Discipline:

- 1<sup>st</sup> Point No Attendance Notice provided to Employee
- 2<sup>nd</sup> Point No Attendance Notice provided to Employee
- 3<sup>rd</sup> Point No Attendance Notice provided to Employee
- 4<sup>th</sup> Point Verbal Attendance Notice provided to Employee
- 6<sup>th</sup> Point Written Attendance Notice provided to Employee
- 8<sup>th</sup> Point Final Written Attendance Notice provided to Employee
- 10<sup>th</sup> Point Termination of Employee

Note:

Unexcused absences up to two (2) consecutive days are counted as one (1) occurrence, provided notice is given. After Day 2, each day of absence is counted as an attendance point.

If an Employee works six (6) months continuously without an occurrence, their attendance record will be reset to no occurrences.