



T&E

Compliance

ATTENDANCE 101

Special Instructions – T-3

1. Any 3 occurrences within any 6-month period dictates that the employee receives a letter of reinstruction from the Office of the General Superintendent, Manager of Train Operations, or Designee.
2. Any subsequent occurrence within 6 months of the letter of reinstruction dictates that the employee receives a letter of caution from the Office of the General Superintendent or designee.
3. A subsequent occurrence within 6 months from the date the employee receives his/her letter of caution would dictate that the employee would be scheduled for a hearing and investigation. The employee may proceed with the formal investigation or waive investigation in accordance with contractual disciplinary rules.
4. A subsequent occurrence within 6 months of the previous occurrence would dictate that the employee would be scheduled for a hearing and investigation.
5. An employee who has completed 6 months of active service without an occurrence will revert to the previous level of the policy and continue to revert with each subsequent 6-month period without an occurrence until they reach the first level.

Any six-month period discussed in this policy will be extended by the equivalent amount of time the employee is off duty due to sickness, temporary disability, authorized leave of absence, or disciplinary action.

Levels of attendance policy

- ▶ Level 1 – Letter of Reinstruction
 - ▶ (3 occurrences within 6 months)
- ▶ Level 2 – Letter of Caution
- ▶ Level 3 – H&I
- ▶ Level 4 – 2nd H&I
- ▶ Level 5 – 3rd H&I
- ▶ Level 6 – 4th H&I

Attendance Tracking

1	LEVEL 1								LEVEL 2	LEVEL 3	LEVEL 4	ETC....	
2			6 Months				LOR	OCCUR	LOC	HEARING AND INVESTIGATION W/IN 6 MOS			
3	EMPLOYEE	EMPLOYEE					DATE	W/IN 6 MOS	DATE				
4	NAME	NUMBER	1	2	3	WRITTEN	4	WRITTEN	5	6	7	8	
1291	EMPLOYEE	123456	1/5/2023	2/13/2023	3/20/2023	3/23/2023 LOR	6/27/2023	6/29/2023 LOC	7/04/2023 H&I FILE #12345	8/13/2023 H&I FILE #12355	11/1/2023 H&I FILE #12365		

After 6 months from 11/1/2023...

1	2023								LEVEL 1	LEVEL 2	LEVEL 3	LEVEL 4	ETC....	
2			6 Months				LOR	OCCUR	LOC	HEARING AND INVESTIGATION W/IN 6 MOS				
3	EMPLOYEE	EMPLOYEE					DATE	W/IN 6 MOS	DATE					
4	NAME	NUMBER	1	2	3	WRITTEN	4	WRITTEN	5	6	7	8		
1291	EMPLOYEE	123456	1/5/2023	2/13/2023	3/20/2023	3/23/2023 LOR	6/27/2023	6/29/2023 LOC	7/04/2023 H&I FILE #12345	8/13/2023 H&I FILE #12355	Revert to level 4			

1	2023											
2												
3	EMPLOYEE	EMPLOYEE										
4	NAME	NUMBER	1	2	3	WRITTEN	4	WRITTEN	5	6	7	8
1291	EMPLOYEE	123456	1/5/2023	2/13/2023	3/20/2023	3/23/2023 LOR	6/27/2023	6/29/2023 LOC	7/04/2023 H&I FILE #12345	8/13/2023 H&I FILE #12355	11/1/2023 H&I FILE #12365	

After 12 months from 11/1/2023...

1	2023											
2												
3	EMPLOYEE	EMPLOYEE										
4	NAME	NUMBER	1	2	3	WRITTEN	4	WRITTEN	5	6	7	8
1291	EMPLOYEE	123456	1/5/2023	2/13/2023	3/20/2023	3/23/2023 LOR	6/27/2023	6/29/2023 LOC	7/04/2023 H&I FILE #12345	Revert to level 3		

Rail FMLA Department



For additional assistance, please
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T&E Compliance



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