

## SEATTLE STATION ATTENDANCE POLICY

For example: An employee receives two attendance points and is counseled by his/her supervisor but within ten workdays of receiving the counseling he/she accumulates four more points for a total of six points. This attendance policy does not require the Company to again counsel or to suspended the employee prior to discharging him/her.

- a. Two Attendance Points. When an employee accumulates 2 points he/she will be counseled by their supervisor on the potential repercussions should the employee's attendance not improve. Key points discussed during the counseling session will be documented and a copy filed in the employee's personnel folder.
  - b. Four Attendance Points. When an employee accumulates 4 points he/she will normally be suspended without pay for three workdays. Employees suspended for attendance under any section of this policy shall not be permitted to work additional hours to make up for lost time due to the suspension without prior approval of the General Manager or Human Resources Manager.
  - c. Six Attendance Points. When an employee accumulates 6 points he/she will normally be discharged.
  - d. An employee whose substandard attendance qualifies him/her for a third suspension under any section off this policy during a rolling 90 calendar day period will normally be discharged.
- 3. No Call/No Show.** Employees No Call/No Show records will be monitored over a rolling 90 calendar day period and disciplinary action will be taken according to Paragraphs 3a through 3d.
- a. First No Call/No Show. The employee shall normally receive a three-work day suspension without pay.
  - b. Second No Call/No Show. The employee shall normally receive a five-work day suspension without pay.
  - c. Third No Call/No Show. The employee shall normally be discharged.
  - d. No Call/No Show for Three Consecutive Work Days. The employee will be considered to have resigned and will normally be terminated.