

Side Letter No. 2, Attendance Guidelines will be deleted. The following new Section 3.06 will be added to the Agreement.

ARTICLE III: DISCIPLINE

3.06 Leave Abuse

Once an employee has not reported to work as scheduled five (5) times during a rolling twelve (12) month period, the employee will be considered to have engaged in leave abuse.

Once an employee has reported to work late (i.e., not appropriately dressed and at the employee's work station within the recognized grace period of six (6) minutes) five (5) times during a rolling twelve month period, the employee will be considered to have engaged in leave abuse.

Generally, corrective action for leave abuse based on a failure to report to work as scheduled or for reporting to work late will independently be administered according to the following:

Five (5) times within a rolling twelve-month period: First Written Notice

Six (6) times within a rolling twelve-month period: Second Written Notice

Seven (7) times within a rolling twelve-month period: Suspension

Eight (8) times within a rolling twelve-month period: Termination

The foregoing shall not restrict the Hospital, in its discretion, in determining the appropriate level and nature of discipline based on the facts of each case and the Hospital may start at any level of discipline, or may skip or repeat disciplinary steps, depending on the nature and circumstances of the conduct involved.

Employees who leave before the end of their shift after their manager or supervisor has instructed them not to leave will be considered insubordinate and subject to immediate termination.

A No Call/No Show shall subject an employee to an immediate two (2) day suspension. A second No Call/No Show shall subject an employee to immediate termination.

Absence due to statutorily protected leave, Bereavement Leave, Military Obligation, Jury Duty, and other circumstances including hospital confinement and work incurred injury will not be recorded as Leave Abuse for purposes of corrective action.

Consistent with Hospital policy, all terminations should be reviewed in advance by Human Resources. This review shall include a review of all the facts and circumstances of the particular employee's record.