

**SIDE LETTER NO. 2**  
**ATTENDANCE GUIDELINES**  
**FOR**  
**SEIU COVERED EMPLOYEES**

Service Employees International Union, Local 722 ("the Union") and Children's Hospital ("the Hospital") hereby enter into this Side Letter to their collective bargaining agreement effective from July 1, 2009 \_\_\_\_\_ through June 30, 2010 \_\_\_\_\_ ("CBA").

Children's Hospital requires employees to report to work every day for their scheduled shifts and to follow the departmental procedures regarding time and attendance.

Excessive absenteeism and/or tardiness are subject to corrective action. Corrective action will be based on frequency of occurrences in accordance with these Guidelines.

To encourage and reward accumulation of sick leave, there is a Sick Leave Incentive Benefit. The details can be found in Article 8.04 of the CBA.

Absence is defined as not reporting to work as scheduled. An absence of one entire scheduled shift or more than one scheduled shift on consecutive days, or reporting late by two (2) or more hours for a scheduled shift, will be counted as an absence occurrence.

Tardiness is defined as being not appropriately dressed and at the employee's work station at the start of the scheduled shift.

Reporting to work late or returning late from a break or a meal period by more than six (6) minutes but less than two (2) hours of a scheduled shift will be counted as a tardiness occurrence.

Corrective action for tardiness will be administered according to the following:

- Five (5) occurrences within a twelve-month period — First Written Notice.
- Six (6) occurrences within a twelve-month period — Second Written Notice.
- Seven (7) occurrences within a twelve-month period — One (1) Day Suspension.
- Eight (8) occurrences within a twelve month period — Termination.

Corrective action for absences will be administered according to the following:

- Five (5) occurrences within a twelve-month period — First Written Notice.
- Six (6) occurrences within a twelve-month period — Second Written Notice.
- Seven (7) occurrences within a twelve-month period — One (1) Day Suspension.

Eight (8) occurrences within a twelve month period – Termination.

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.

Two (2) or more failures to follow the applicable call-in procedures in connection with an absence (other than an instance of "No-Call/No-Show," which is discussed in the next paragraph) within any twelve (12) month period shall subject an employee to immediate discipline in accordance with Article III, Section 3.02, of the CBA, and each such failure will be counted as an absence occurrence.

A No Call/No Show shall subject an employee to **an immediate one (1) day suspension.** ~~discipline in accordance with Article III, Section 3.02, of the CBA,~~ and shall be counted as an absence occurrence. **A second No Call/No Show shall subject an employee to immediate termination.**

Employees will be expected to notify the Hospital that they will be tardy at least thirty (30) minutes in advance of the start of their scheduled shift, if possible. Two (2) or more failures to follow this call-in procedure in connection with a tardiness within any twelve (12) month period shall subject an employee to immediate discipline in accordance with Article III, Section 3.02, of the CBA, and each such failure will be counted as a tardiness occurrence.

**These Attendance Guidelines do not prohibit the Hospital from disciplining employees in accordance with Article III, Section 3.02 of the CBA for other attendance or timekeeping-related offenses that are not covered by these Attendance Guidelines.**

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 an occurrence of absence for purposes of corrective action.

Time/Attendance records will be maintained for a consecutive twelve-month period, starting with the employee's first occurrence ~~of absence.~~

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.

Agreed:

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CHILDREN'S HOSPITAL

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SERVICE EMPLOYEES  
INTERNATIONAL UNION, LOCAL 722

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date