

< AT_T_Mobility...es May 2015.pdf



10. For each unexcused absence, tardy or early departure, points will be assigned as follows:
- 1 to 5 minutes tardy = Grace Period
 - 6 to 15 minutes missed = 1/2 point
 - 16 to 30 minutes missed = 1/2 point
 - 31 to 120 minutes missed = 3/4 point
 - Greater than or equal to 121 minutes missed = 1 point
 - One day of absence = 1 point

11. The point thresholds and timeframes for the levels of progressive discipline are as follows:

Point Accruals Based On Rolling 12 Months of Active Employment

Point Thresholds	Level of Discipline	Discipline Duration
4.00 – 4.75	Counseling Notice	Discipline step deactivates when current points fall below discipline thresholds.
5.00 – 6.75	Written Warning	Discipline step deactivates when current points fall below discipline thresholds.
7.00 – 7.75	Final Written Warning	Discipline step deactivates when current points fall below discipline thresholds.
8.00	Termination	n/a

Each attendance occurrence and the associated point value will expire after 12 months of active employment following the attendance occurrence. If a discipline level has been administered and is subsequently deactivated, all of an employee's remaining attendance points continue to be active during the rolling 12 months of active employment. If one or more points expire and no additional points are received, the current step of discipline deactivates and any subsequent discipline will be based on the point threshold in the table above.

Absenteeism is measured based on a rolling 12 months of active employment. If an employee has an approved short-term disability, leave of absence or any other absence exceeding more than 7 calendar days (excluding vacation, EWP, holiday, floating or designated holiday and paid funeral time) in the preceding 12 months of employment, the duration of such time will be excluded when determining the employee's active employment period for calculating the rolling 12-month period. Any unscheduled time away from the scheduled shift equal to or in excess of 8 total points in a rolling 12 months of active employment, regardless of reason, will be considered unacceptable absenteeism and will result in termination absent extraordinary circumstances as determined by the Company in its sole discretion.

While waiting for approval of FMLA, leave of absence, short term disability or other leave, attendance points will be pending and any active discipline at the time of the absence will be placed in abeyance and subject to progression if the absence is not approved. If the relevant leave case is not approved, pending absences, tardies and early departures will be assigned points and can lead to a discipline step. If leave is approved, then approved dates will not count as an occurrence. Management should consult with the Centralized Attendance Group (CAG) for questions about whether an employee's time away should be excused.

12. Exceptions to the above progression guidelines may be made as appropriate at the company's discretion. Supervisors will monitor attendance behavior and, if unacceptable patterns are found, this may result in additional discipline. Examples of patterns include, but are not limited to, prolonging vacations with concurrent unexcused absences, reporting an absence on specific days of the week, reporting an absence before or after scheduled day off. If an employee is placed on discipline due to unacceptable patterns of attendance, the employee will be considered to have the points equal to that level of discipline. If an employee experiences an occurrence or occurrences that would give rise to a level of discipline, but the employee has not returned to work so that the discipline can be administered (or if the employee's return is so brief that the manager is not able to administer the discipline), the employee may receive combined discipline for the occurrence(s) at the next opportunity. This means an employee may be subject to more than one disciplinary action, up to and including termination, during the course of an extended unexcused absence or series of unexcused absences.

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13. Employees may be disqualified for consideration for internal job opportunities while on a step of discipline for attendance.
14. Any incidental absence occurrence of more than one day may result in the escalation of the corrective action process. Furthermore, if an employee experiences multiple absences that would give rise to a step of discipline but has not

