

UNION PACIFIC RAILROAD TE&Y ATTENDANCE POLICY

As a Union Pacific Train, Engine, and Yard Service (TE&Y) employee you are expected to protect your job assignment on a full time basis. Unanticipated absence(s) from work, particularly a missed call and/or no-show negatively impacts operations, commitments to shippers, and a co-worker’s ability to plan for off time activities. An employee who is unable to work full time and protect his/her employment obligations may be considered in violation of this Policy regardless of the explanation offered. This policy will allow employees to monitor their own attendance based on a predetermined point based system.

Section 1: Point Based Policy Guidelines

As professionals, Union Pacific employees are expected to report for work on-time and ready to perform service. Points will accumulate on an employee’s attendance record based on the following matrix:

Type of Layoff	Extra Board Assignments			Pool Board Assignments			Regular Assigned Jobs with off days	Supplemental Boards
	Weekday	Weekend	Holidays	Weekday	Weekend	Holidays		
Sick (LS)	3	5	8	6	10	10	8	15
Sickness in Family (LF)								
Personal (LP)								
Missed Call (MC)	15			15			15	
No Show (LN)								
After Call (LW)								

- (a) When an employee accumulates twenty-eight (28) points within a rolling ninety (90) day period he/she will be charged with a violation of this Policy and removed from service pending a formal investigation. Any formal investigation under this Policy will be conducted in accordance with the appropriate Collectively Bargained Agreement. If the charge is substantiated, the employee will be permanently dismissed from service with Union Pacific.
- (b) An employee has the opportunity to reduce his/her points during a “credit period”. For purposes of this Policy, a “credit period” consists of twenty-eight (28) consecutive days from the employee’s last layoff wherein the employee remains fully marked up and available for service. An employee can “earn” up to seven (7) points for each qualifying “credit period”. However, points earned cannot be banked for future use and an employee’s total points cannot be less than zero (0). Employees with assigned off days are not eligible for the credit.

Section 2: Additional Guidelines

- (a) For purposes of this Policy, if an employee's layoff concludes prior to 0600 hours on Friday or begins after 1800 hours on Sunday, the layoff will not count as a weekend occurrence.
- (b) For purposes of this Policy, when an employee's layoff encompasses multiple calendar days, each 24-hour period, or portion thereof, will accumulate points per the matrix in Section 1.
- (c) For purposes of this Policy, Union Pacific recognized holidays and other peak days determined by management will be counted as "Holidays."
- (d) Approved leave days will not be considered as an absence under this Policy. Approved leave days include qualifying bereavement, jury duty, a leave of absence, medical leave, legally protected family medical leave (FMLA), paid personal leave days, vacation, USSERA military leave, and absence(s) for union business in accordance with the employee's respective Collective Bargaining Agreement.

Note: Conditional FMLA that has been revoked may be handled in accordance with the Carrier's MAPS (Managing Agreement Professionals) Policy as a violation of General Code of Operating Rules 1.13 [Reporting and Complying with Instructions] and/or Rule 1.6 [Conduct].

- (e) Attendance violations are treated separately from discipline under the MAPS Policy. However, an employee who refuses a call (RF status), may be disciplined under the MAPS Policy for violation of General Code of Operating Rule 1.13 [Reporting and Complying with Instructions] and/or Rule 1.6 [Conduct].