

Conrail Agreement Employee Attendance Policy
 Effective Date: July 1, 2021

As a Conrail employee, you are expected to protect your job assignment on a full-time basis. Unanticipated and unapproved absences from work, particularly a missed call and/or no-show negatively impact operations, commitments to customers, and a co-worker’s ability to plan for off-time activities. An employee who is unable to work full-time and protect their employment obligations may be considered in violation of this Policy regardless of the explanation offered. This policy will allow employees to monitor and/or notify employees of their attendance based on a predetermined points-based system.

1. Points-Based Policy Guidelines

Type of Layoff	Extra Board Assignment			Regularly Assigned Jobs with Off Days
	Weekday	Weekend	Holidays	
Sick (LS)	3	5	8	8
Sickness in Family (LK)				
Unexcused Absence (LU)				
Missed Call (MC)	12			
No Show (LN)				
After Call (LW)				

- A. When an employee accumulates twenty-eight (28) points within a rolling ninety (90) day period, they 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 Collective Bargaining Agreement (CBA). If the charge is substantiated, the employee will be permanently dismissed from service with Conrail.
- B. For each twenty-eight (28) consecutive days from an employee’s last layoff where they remain fully marked up and available for service, an employee can reduce their points total by up to seven (7) total points. Points earned pursuant to this paragraph may not be banked for future use and an employee’s total points cannot be reduced below zero (0).
- C. Absent with Permission Days. Effective January 1 of each year, Employees who have passed their probationary periods are granted up to three (3) Absent with Permission (AP) Days, for which they will not accumulate points when used. AP Days must be requested by the employee at least two (2) hours before the start of the shift for which the absence is needed. AP Days are unpaid and any AP Days that are unused by December 31 are lost. Newly hired employees will receive a prorated amount of AP Days based upon their date of hire.

2. Additional Guidelines

- A. 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. Continuous Layoff. When an employee's layoff encompasses multiple calendar days, the duration of the layoff will be treated as 1 event for the purposes of paragraph 1. When a continuous layoff overlaps multiple different types of layoffs, the highest point total will be assigned.

- C. The Following days will be determined to be "Holidays" for the purposes of this Policy:
 - a. New Year's Day
 - b. President's Day
 - c. Good Friday
 - d. Memorial Day
 - e. Independence Day
 - f. Labor Day
 - g. Day after Thanksgiving
 - h. Thanksgiving Day
 - i. Christmas Eve
 - j. Christmas Day
 - k. New Year's Eve
 - l. Super Bowl Sunday
 - m. Mother's Day

The Company reserves the right to modify this list in its sole discretion.

- D. The following appropriately approved absences, non-exhaustively, will not be considered as an absence under this Policy:
 - a. Bereavement
 - b. Jury Duty
 - c. Leave of Absence
 - d. Paid Personal Days
 - e. Medical leave
 - f. Family Medical Leave (FMLA)*
 - g. Vacation
 - h. USERRA military leave
 - i. Union Business
 - j. Any other absence which, in the sole discretion of the Company, is deemed not to constitute an absence under this Policy.

*Provisional FMLA that has been revoked and/or not approved will be treated as an unapproved absence pursuant to this Policy.