



NORTHEAST ILLINOIS RAILROAD CORPORATION
OFFICE OF THE DIRECTOR
CHICAGO UNION STATION DISTRICT

ADMINISTRATIVE NOTICE NO. CUSD-1

DATE: 1/1/24

PAGE 1 OF 3

TO: ALL CONCERNED

SUBJECT: TRANSPORTATION DEPARTMENT ABSENTEEISM POLICY

Administrative Notice(s) CUSD-1 remains in effect.

In the course of monitoring employee attendance, when the Director's Office determines that an employee's layoff(s) indicates reason for concern (either because of the frequency or patterns of layoffs), the Director's Office will issue an advisory letter to the employee and the appropriate Local Chairman. The advisory letter will outline the basis for concern with the employee's attendance and it will trigger a 30-Day Probationary period in which the Local Chairman will have the opportunity to review the situation with the employee and work with the employee to address the problem.

At the conclusion of the 30-Day Probationary period, the manager, Local Chairman, and the employee will meet to discuss the employee's attendance. If there has been satisfactory improvement in the employee's attendance, no further action will be taken at that time. However, the employee's attendance will continue to be monitored for the next five (5) months. Specifics of unexcused sick layoffs without credible written documentation will be addressed in the advisory letter provided to the employee. Non-Compliance with the advisory letter will mandate that the employee is placed on the 90-Day Probationary period.

If there is not satisfactory improvement in the employee's attendance during the 30-Day period, the employee will be placed on a 90-Day Probationary period in which the employee's attendance will be monitored. The employee will also be issued a letter of instruction providing specifics of further unexcused sick layoffs without credible documentation will result in the absenteeism being handled through the current Discipline Policy. The employee's attendance will also be monitored for an additional period of nine (9) months after the 90-Day Probationary Period has ended.

Copies of the 30-Day Probationary period advisory letter and/or the 90-Day Probationary period letter of instruction will be provided to the employee's Local Chairman; and the letters will not be made a part of the employee's personal record.

Unexcused/unauthorized absences are absences that are not accompanied by documentation of sickness consisting of a statement signed by a professional medical practitioner who identifies the employee and confirms the dates on which the employee was unable to work because of their sickness. Such documentation must be submitted to the Director's Office within three (3) working days after the employee returns to work.

NOTE: In extreme cases, if excessive absenteeism continues even with documentation, the Carrier reserves the right to handle such case through the discipline process based on "excessive absenteeism".

ISSUED BY: D. MARTINEZ, DIRECTOR

POSTED DATE: _____ TIME: _____ BY: _____



NORTHEAST ILLINOIS RAILROAD CORPORATION
OFFICE OF THE DIRECTOR
CHICAGO UNION STATION DISTRICT

ADMINISTRATIVE NOTICE NO. CUSD-1

DATE: 1/1/24

PAGE 2 OF 3

TO: ALL CONCERNED

SUBJECT: TRANSPORTATION DEPARTMENT ABSENTEEISM POLICY

The following frequently asked questions provides additional information pertaining to the Transportation Department's Absenteeism Policy:

Q) I heard the Transportation Department's Attendance Policy is changing, is that true?

A) The policy itself is basically not changing. What has changed is we are now sharing with the employees the number of predetermined unauthorized absences, which will trigger some kind of action. This will benefit the employee, because it clarifies the consequence if the employee exceeds the number.

Q) Why is the change being made?

A) The change is being made for a couple of reasons. One is to make sure we have enough qualified people to fill the "needs of service". We also hope it will boost morale. One of the most common complaints we receive is from senior employees who cannot use their authorized days off, because other employees are off unauthorized.

Q) What will determine if an employee is placed on a 30-Day Probationary period?

A) Like always, your supervisor will track your unauthorized absences. If an employee has 8 unauthorized absences within a rolling 6-month period or shows a pattern of absences, they will receive a 30-Day advisory letter.

Q) What happens if the employee corrects his attendance during the 30-Day period?

A) The employee will have a conference with their supervisor and union representative and will be informed that his/her attendance will continue to be tracked for the next five months. The employee will also be advised that he/she will proceed to a 90-day probationary period if he/she accrues two or more unexcused absences within the five months.

Q.) If I complete the five months with less than two absences will my attendance record be cleared?

A) Since you have successfully completed your probationary period, the monitoring of your attendance will revert back to our standard practice of tracking frequency and/or patterns.

Q) What happens if I get placed on the 90-Day Probationary period?

A) Attendance will be closely monitored for a period of 90 days; if an employee lays off unexcused during this period, he/she will be subject to formal discipline charges.

ISSUED BY: D. MARTINEZ, DIRECTOR

POSTED DATE: _____ TIME: _____ BY: _____



NORTHEAST ILLINOIS RAILROAD CORPORATION
OFFICE OF THE DIRECTOR
CHICAGO UNION STATION DISTRICT

ADMINISTRATIVE NOTICE NO. CUSD-1

DATE: 1/1/24

PAGE 3 OF 3

TO: ALL CONCERNED

SUBJECT: TRANSPORTATION DEPARTMENT ABSENTEEISM POLICY

The employee may also be subject to formal discipline charges if he lays off four or more times over the next 9 months.

Q) If I complete the nine months with less than four absences will my attendance record be cleared?

A) Since you have successfully completed your probationary period, the monitoring of your attendance will revert back to our standard practice of tracking frequency and/or patterns.

Q) Can I be dismissed for my attendance?

A) Yes, every employee is important to Metra and our success depends upon your ability to report to work and perform your duties.

Q) What happens if I bring credible written documentation to substantiate my absence?

A) The absence will be considered excused; however, the district will continue to monitor absences and examine patterns of absences even with credible documentation.

Q) I have leave under FMLA; are the days I take off for my condition or medical appointments considered unexcused?

A) No, as long as your absences comply with your approved parameters for your leave.

Q) The Crew Management Center allowed me to be off work due to my "personal business"; is this day considered unexcused?

A) No, the Crew Management Center authorized the employee to have the day off.

Q) I came to work but I had to go home sick during my tour of duty; is this day considered unexcused?

A) This day will be considered an unexcused absence unless the employee submits credible written documentation.

ISSUED BY: D. MARTINEZ, DIRECTOR

POSTED DATE: _____ TIME: _____ BY: _____