

ATTENDANCE

Consistent attendance and punctuality contribute to the success of RAILS' business operations. Attendance problems disrupt operations, lower productivity, and create a burden for other employees. All RAILS employees are expected to assume responsibility for their attendance and promptness. Poor attendance and/or punctuality will be reflected in an employee's performance review and subject to disciplinary action.

Rules Concerning Attendance

- **Inform RAILS in advance when possible.** When an employee knows in advance that they cannot avoid absence from work, the employee must request arrangements in advance with the employee's supervisor for such absence.
- **Contact RAILS on the first day of the absence.** If it is not feasible for an employee to make arrangements in advance for an absence, the employee should contact the supervisor or Human Resources as soon as possible. The employee should provide a contact number where the employee can be reached, and if no confirmation of the message is received, a secondary supervisor or Human Resources should be contacted. The employee should be prepared to explain the reason for the absence and give an expected date of return to work. Keep RAILS informed. Employees must personally contact RAILS on a daily basis during all absences except those arranged in advance with RAILS.
- **RAILS may require that additional documentation be furnished.**
- In instances of absence due to an employee's health, RAILS reserves the right to require that the employee obtain a doctor's report explaining the condition and the doctor's restriction that the employee does not work. Ordinarily, any absence due to illness over three consecutive days requires a report from the attending doctor. Where deemed appropriate, RAILS may delay its decision as to the employee's physical fitness to return to work until a doctor's report is submitted to RAILS.
- Except in extenuating **circumstances, three consecutive days of absence without notice** to RAILS constitutes job abandonment and results in the termination of an employee as a voluntary separation.