

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.

Absence

"Absence" is defined as the failure of an employee to report for work when they are scheduled to work. The two types of absences are defined as below:

- **Excused Absence:** Occurs when the employee provides at least 24 hours' notice, receives supervisor approval, and has enough PTO to cover the time off.
- **Unexcused Absence:** Any absence that does not meet the above criteria.

If an employee is unexpectedly sick, has an emergency, or is caring for immediate family in accordance with the sick leave policy, they must notify their supervisor within one hour of their scheduled start time whenever possible. If they are unable to call, someone else should notify their immediate supervisor or Human Resources on their behalf. Extenuating circumstances will be considered by the supervisor and Human Resources when determining whether an absence is excused.

Unexcused absences count as one occurrence for disciplinary purposes. Employees must use PTO for absences unless otherwise covered by company policy (e.g., FMLA, bereavement, jury duty).

Rules Concerning Attendance

- **Inform RAILS in advance.** When an employee knows in advance that they cannot avoid absence from work, the employee must contact their supervisor to make arrangements.
- **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 must contact the supervisor or Human Resources as soon as possible. The employee is expected to 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 must be contacted. The employee should be prepared to explain the reason for the absence and give an expected date of return to work. Employees must personally contact RAILS on a daily basis during all absences except those arranged in advance with RAILS. This procedure is in accordance with the PLAW and Sick Leave policies.
- **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.