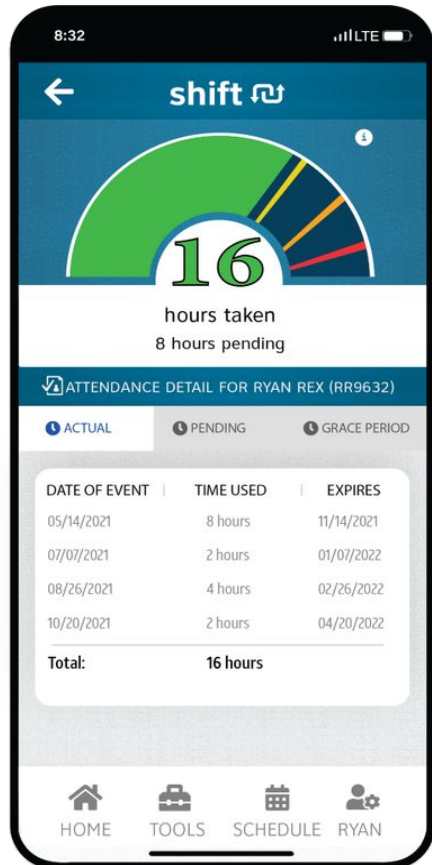


# Attendance Application

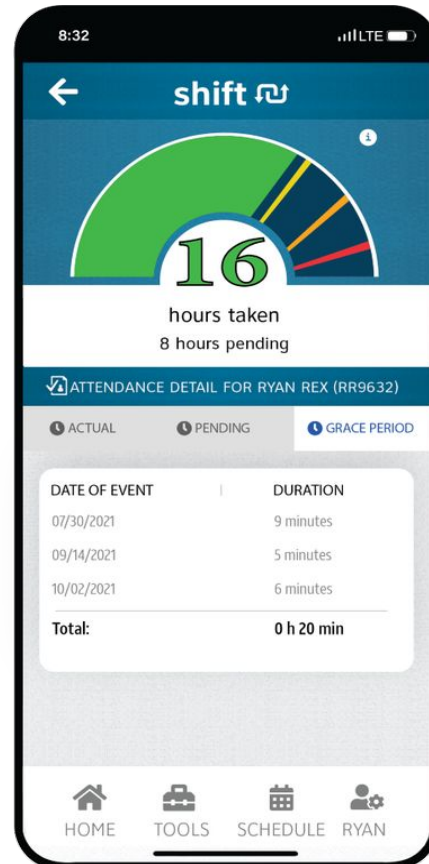
## Actual Absences

Actual hours “taken” are the hours an employee has been issued for any unprotected and unexcused time missed



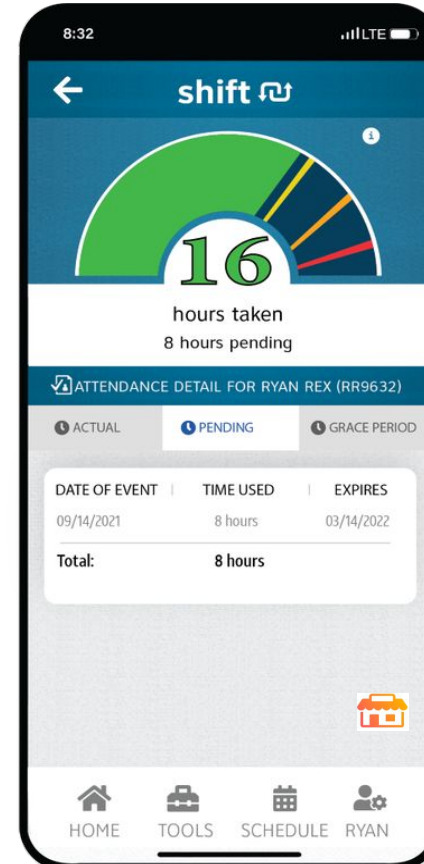
## Grace Period

The grace period is up to 10 minutes at the beginning of the shift; this time does not count towards attendance



## Pending

Pending indicate time pending protection (for FMLA, Paid Sick Leave, etc.); hours in “pending” status don’t count towards attendance



## Your24 Absence Policy

- All unprotected/unexcused time used towards employee’s Your24 balance:
  - 1 to 10 minutes = Grace Period
  - 11 to 120 minutes = 2 hours
  - >120 minutes = Total time missed rounded up to next hour
  - Full shift absence = Total hours of scheduled shift (up to 8 hours)
- Each occurrence has 6-month expiration

## Consecutive Day Treatment

- Full scheduled hours missed for day 1, half the scheduled time missed for consecutive days after
- Absences before and after a vacation day or holiday are not treated as consecutive days

## Protected Absences

Attendance team contacts managers after employee has 5 days of consecutive call-outs

## Discipline

Discipline begins with counseling notice at 26 hours; each progressive unexcused absence advances discipline step

- CN (26), WW (30), FWW (34), Separate (38)

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