



Notice – UAW Hourly Seniority Employees

M-8 MEMORANDUM OF UNDERSTANDING ABSENTEEISM

Effective February 12, 2024, the new **No-Fault M8 Attendance Procedure** will be implemented and administered at all locations. Listed below are key items to understanding the new Attendance Procedure:

A 5-day DLO will only be served once when an employee reaches the 7-8.5 range.

Remaining point assessments up to 8.5 will be auto progression.

Disciplinary Action	Points	Duration – Active On-roll Employment	Recovery Period
Auto Progression	up to 6.5 (Written Warning at 6 points)	12 Months	Rolling
5-day DLO	7 thru 8.5	12 Months	Locked
Discharge	9	N/A	N/A

Type		Points
Absence		1
Tardy – First 4 incurred during a 12-month active on roll period		0.5
Tardy – Except as noted above or in a locked recovery period		1
Notification	Absence - Less than 1hr but before start of shift	0.5
	Tardy - Less than 30min but before start of shift	0.5
	Absence/Tardy - None or after start of shift	1

- ✓ **Notification for Absence** changed from 30 minutes to **1 hour** or greater (*no change for tardy notification*).
- ✓ Employee records **reset to 0 points** upon implementation of the new Attendance Procedure (*does not modify terms of active Conditional Reinstatement Letters*).
- ✓ One point **recovery for every 90 days** of on-roll employment without incurring any points, does not have a balance of more than two points (*no banking of points*), has 1 year of employment, and has not had more 2 sick leaves per year in the last 2 years.
- ✓ **Time to serve** attendance discipline changed from 14 days to **7 days**.
- ✓ **Turnaround** (employees may be sent home after 1 hour) will be assessed 1 point.
- ✓ Absences for **Urgent and Immediate Medical Treatment** will no longer be excused and will be assessed points. **The Company will not accept or consider medical notes for these absences.** (This does not change the medical documentation requirements for FMLA or S&A).
- ✓ Two (2) instances during the term of the Agreement for an **outpatient colonoscopy** procedure, provided satisfactory evidence is provided and management is notified at least 5 days in advance. An employee may request an additional day off provided they have PAA or vacation time to cover the absence.



Notice – UAW Supplemental Employee

Supplemental Employee Attendance Procedure

Effective February 12, 2024, the new *Supplemental Employee Attendance Procedure* will be implemented and administered at all locations. Listed below are key items to understanding the new Attendance Procedure:

Attendance Occurrence	Discipline Step
Auto Progression – 1 st Occurrence	Warning
Auto Progression – 2 nd Occurrence	Warning
Auto Progression – 3 rd Occurrence	Warning
Auto Progression – 4 th Occurrence	Warning
5 th Occurrence	Written Warning
6 th Occurrence	Discharge

- ✓ The **NEW** Supplemental Employee Attendance Procedure is now **6 steps**. This now includes both Absences & **Tardy** occurrences.
- ✓ **The Company will not accept or consider medical notes as exceptions for these absences.** (This does not change the medical documentation requirements for FMLA).
- ✓ Supplemental Employees will reset back to zero at the implementation of the new procedure.

Attendance Call-in Hotline

1.800.810.2271

Attendance Notification Application

<https://fca.fyi/callin>





Notice – UAW Hourly Seniority Employees **M-8 ABSENTEEISM – NOTIFICATION**

Effective February 12, 2024, the new *M8 Absenteeism Procedure Notification* provision will be administered and enforced at all locations. Listed below are key items to understanding your responsibilities and the new changes:

- The 2023 Collective Bargaining Agreement requires employees to **notify the Company** of:
 - All **unscheduled absences** at least **1 hour** prior to the start of their shift
 - All **unscheduled tardies** at least **30 minutes** prior to the start of their shift
- Failure to provide proper *Notification* will be considered an occurrence in the Attendance Procedure and assessed points unless satisfactory reasons for failing to notify are provided:

Type of Occurrence	Points
Late Absence Notification (less than 1 hr. but before start of shift)	0.5
Late Tardy Notification (less than 30 min. but before start of shift)	0.5
No Notification (or after start of shift) Absence or Tardy	1

- Employees must use one of the 2 designated Notification systems:
- Employees **must report absences and tardies accurately**. Please reference the example of points assigned based on call in times and absence or tardy reason.

Call in Reason and Points Assigned Examples				
Call in Reason	Call in Time (minutes prior to shift start)	Actual Attendance Occurrence	Points Assessed for Notification	Total Points Assessed
Tardy	30	Tardy	0	0.5*
Tardy	60	Tardy	0	0.5*
Tardy	<30	Tardy	0.5	1*
Tardy	No Call	Tardy	1	1.5
Tardy	30	Absent	1	2
Tardy	60	Absent	1	2
Absent	30	Tardy	1	2*
Absent	60	Tardy	1	2*
Absent	No Call	Absent	1	2
Absent	<60	Absent	0.5	1.5
Absent	60	Absent	0	1

*Depending on where you are specifically in the attendance procedure, your actual points accumulation will differ. This is an EXAMPLE only

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