

**Letter of Understanding
Ecumen Lakeshore and UFCW Local 1189**

The parties agree to adopt the following Ecumen Attendance and Tardiness Policy. All employees will begin with zero attendance points as of 1/1/2025.

Title: Attendance and Tardiness Policy

Effective Date: January 1, 2025

PURPOSE: To provide clear expectations for absenteeism and tardiness. When a team member is absent or tardy, it impacts the ability to deliver service and provide optimal care.

SCOPE: All team members covered by the Collective Bargaining Agreement (CBA)

POLICY: Team members may be subject to corrective action, up to and including termination of employment for excessive absenteeism, excessive tardiness, or for a no-call, no-show.

Attendance and Tardiness

An absence is anytime a team member does not report for work on a scheduled shift/day or mandatory meeting, without prior approval.

Points will be assessed for unapproved absences and tardiness as described below.

Absent – (1 point) missing one scheduled shift/day, or consecutive scheduled shifts/days due to the same illness or arriving more than half-way through the scheduled shift/day. Missing a mandatory meeting without prior written approval is also considered absent.

Tardy – (1/2 point) arriving more than seven (7) minutes after the scheduled start time.

No Call/No Show –(4 points). A team member who does not provide advance notification that they are not going to work a scheduled shift and does not have communication with the Employer at any time during that scheduled shift, is considered to be a No-Call, No-Show (NCNS). Two No-Call, No-Shows within a 12 month period will result in termination.

Team members are required to use PTO for any absences refer to the Team Member Handbook for more details.

Corrective Action

Team members may be subject to corrective action, as outline below, when the total points from absences and tardies reach the following levels during a 12-month rolling period.

Number of Points	Outcome / action
3	First Warning (Verbal Warning)
5	Second Warning (Written Warning)
7	Third Warning (Final Written Warning)
8	Termination

Interaction with Leave Laws

PTO/Safe and Sick Time (SST) - If the team member does not have enough available PTO/SST hours to cover the entire absence/tardy, attendance points will be applied as following:

1. No points will be issued if available PTO/SST hours cover more than half of the absence/tardy.
2. A half point will be issued if available PTO/SST hours do not cover more than half of the absence/tardy.

Team members taking leave under the Family and Medical Leave Act, the Americans with Disabilities Act, Worker's Compensation, or other state or protected leave are expected to provide notice of absences in accordance with company policy. These leaves of absences will not count towards the team member's attendance tracking. When a team member does not provide notice, it may result in disciplinary action as described above.

Team members consistently having difficulty reporting to work as scheduled are encouraged to:

- Initiate discussion with their supervisor regarding their scheduled work hours;
- Contact the confidential EAP (Employee Assistance Program) for assistance in resolving issues affecting attendance and/or tardiness;
- Contact the company's leave of absence administrator.

The parties also agree to revisit this policy when PTO, SST and MN Paid Family Leave Benefit options are revisited in one year following ratification of the current agreement.



Ecumen Lakeshore



UFCW Local 1189

1-2-25

Date

14 Jan 25

Date