

**UNION PACIFIC RAILROAD
TE&Y ATTENDANCE POLICY
Amended and Effective
November 1, 2006**

As a Union Pacific employee, you were hired for and are expected to protect your job assignment on a full-time basis. "Full-time" means being available to work your assignment, whether regular or extra, whenever it is scheduled to work. Assigned rest days, layover days, and agreement-provided compensated days off are available to you for personal business. In addition, reasonable personal lay-offs may be granted if the needs of service permit.

It is your responsibility to notify your manager, in advance of layoffs if possible, on personal or family issues that may affect your ability to work full time. Substantiating documentation is expected and may be required. However, notification and documentation alone do not excuse your responsibility to protect your job. You may be considered in violation of this policy regardless of the explanation offered if you are unable to work full time and protect all employment obligations.

In cases where an employee does not work full-time, the following policy is applicable:

1. Employees who do not work full-time will be identified. Identification will include employees with:
 - A. Frequent, or pattern of, weekend layoffs.
 - B. Frequent, or pattern of, holiday layoffs.
 - C. Frequent personal layoffs.
 - D. Frequent sick/sickness in family layoffs without current medical documentation provided in advance when possible.
 - E. Lower availability/work days when compared to peers.
 - F. Missed calls/No show.
2. If the employee's attendance record warrants, an investigation will be held; and, if appropriate, discipline will be issued based on the results of the investigation.

3. Discipline under this policy is independent of and separate from discipline “levels” computed under the UPGRADE discipline policy.
4. Discipline assessed for first and second violations of this policy will consist of a Notice of Discipline advising the employee he/she has been found guilty of “First Offense” or “Second Offense” of this policy. Employees will be expected to mark up for service immediately and to work full time following the first and second investigations.
5. A “First Offense” violation of this policy will remain on the employee’s record for thirty-six months of active service starting with the date of the Notice of Discipline. If no further violation of this policy occurs during this time, the employee’s attendance record will be considered clear.
6. A violation during the thirty-six months of active service following a “First Offense” will result in a “Second Offense” violation of this policy and a new thirty-six-month period of active service will begin, starting with the date of the second Notice of Discipline. If no further violation of this policy occurs during this time, the employee’s attendance record will be considered clear.
7. A violation during the thirty-six months of active service following the date of the Notice of Discipline assessing “Second Offense” will result in permanent dismissal.