

Policy Number: 03	Absence Notification Policy	REV. 3 Approved: 09-20-2021
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1.0 PURPOSE:

To establish guidelines, by which OCU represented employees maintain communication with the Company when absent from work.

2.0 REFERENCE DOCUMENTS:

- 2.1 OCU Base Business Labor Agreement 2021-2026
- 2.2 OCU Attendance Policy

3.0 GUIDELINES:

- 3.1 An employee off work due to an unscheduled absence must notify his/her manager within two hours of scheduled start time (or as defined by manager) on the first day of absence.
- 3.2 Employees requesting/requiring call-in verification may do so by calling their plant security. After all information has been received, the employee may request security to transfer the call to the manager/designated coordinator.

Security telephone numbers:

Company Directory	812-377-5000
CTC	812-377-7000
CEP	812-377-5401
FSP	812-377-6072
CSS	812-377-8601
SEP	812-524-6244
CMEP	800-750-2637

Outlying buildings call your manager directly.

- 3.3 Employees must contact their manager with any change in status that would affect the length of absence.
- 3.4 Per the Attendance Policy: Failure to notify the company when absent for three consecutive days, will be viewed as a lack of interest in continued employment. This will be cause for termination, unless there were circumstances beyond the employee's control, which can be substantiated.

4.0 RESPONSIBILITY:

It is the responsibility of the employee to ensure guidelines are met.

AUTHOR: OCU Policy Committee

Revision Date: 08-26-2021
Next Review Date: 08-26-2022

APPROVALS:

Labor Relations Manager: Cynthia Brown Date: 10/12/2021

OCU President: [Signature] Date: 10/12/21