



North America's Railroad

CN – United States

Attendance Guidelines for Union-Represented Employees

Revised July 1, 2023

Attendance, punctuality, and reliability are critical for CN's successful business operations and are essential job requirements. It is the responsibility of all employees to report to work as scheduled and to complete the full work day. Employees are expected to work regularly and without excessive layoffs and/or absences. CN, however, realizes that occasionally unscheduled absences from work may occur.

These Guidelines are established to ensure that these important work requirements are met and encourage consistent application across CN's operations in the US.

An unexcused absence is any absence other than 1) approved absence(s) for family or medical leave pursuant to the FMLA or similar state leave laws, 2) approved medical leaves of absence and/or 3) any other absence or leave if proper approval has been granted. Unexcused absences include, but are not limited to, a second and/or subsequent tardy up to 2 hours after the scheduled start time in a 12-week period, departing work prior to the completion of the work day and/or an unscheduled absence.

An employee may be subject to Notification Procedures under these Guidelines if unexcused absences ("Occurrences"), as referenced above, reach any of the following thresholds during any 12-week period:

- More than 2 occurrences of any duration
- More than 3 total work days, or portions thereof as described above, missed
- More than 1 occurrence (excluding tardiness described above) that is on a holiday or immediately before or after a holiday, rest day, Personal Leave Day (PLD), vacation day, or Family Medical Leave Act (FMLA) day

Additionally, an employee may be subject to Notification Procedures after a single occurrence of any of the following:

- Missed call
- Mark off on call (including marking off within 2 hours of a scheduled start time and/or window)
- Tardy beyond 2 hours of the scheduled start time
- No call / no show

If an employee refuses an assignment or is considered AWOL, the employee will be subject to potential consequences separate from these Guidelines.

These Guidelines apply to all US Union-Represented Employees, regardless of job classification or location.

Note: The First, Second and Third AMC Notices of Non-Compliance are progressive steps for the purpose of giving employees an opportunity to adjust their behavior; however, the Notices of Non-Compliance are not discipline and will not result in suspensions or unpaid time off.