

### Checklist – Attendance Related Discipline

The following should be jointly reviewed by the local parties for any grievance regarding attendance discipline and **must** be included in any file appealed to Step B on this issue.

Documentation	Questions to be Answered
Disciplinary Letter	When was investigative interview?
Prior active discipline* (see Art 16.10)	When was discipline issued?
3972's for current and previous year	Was any leave requested?
3971's for specific dates in charge	Was the subject leave covered by FMLA?
Notes of any discussions*	
FMLA documentation*	Was the subject leave provisionally covered by FMLA at the time the discipline was issued?
Management's notes of Investigative Interview – signed and dated	
Unions notes of investigative interview – signed and dated	Is the grievant on restricted Sick Leave?
Grievant's statement*	Has management had prior discussions with the grievant regarding attendance?
Witness Statements*	Are the dates cited in the discipline after any previous corrective action? (discussion or discipline)
Request for Discipline*	
Documentation reviewed for review and concur*	

\*If Applicable

Reviewed Relevant JCAM Provisions (pages 10-9 through 10-15 and 16-1 through 16-3)

Union  Management

The parties agree that this checklist will not be cited in any arbitration proceeding and the failure to complete the form may not be argued as a substantive or procedural defect to the grievance.