



May 20, 2020

## LVO Employee Attendance during COVID-19

As you know, the temporary suspension of the Attendance policy was done solely to address childcare and health issues related to COVID-19.

We can now see misuse of this on a daily basis, specifically:

- Early departures prior to the end of the shift
- Failure to use the call-off line
- Increase in same day call-off for non-COVID-19 related issues

Outside of circumstances directly related to COVID-19, we fully expect employees to report to work on time and remain on the job **until their scheduled quit time**. Call-off expectations have not changed. We expect employees to report absences and late starts using the call-off line: 610-966-8873.

If we cannot responsibly manage our attendance, the policy will be fully reinstated.

We also want to remind hourly bargaining unit (HBU) employees currently working that they must work both Friday, May 22, 2020 and Tuesday, May 26, 2020 in order to be paid for the Monday, May 25, 2020 Memorial Day holiday. Employees returning to work from temporary layoff on Tuesday, May 26, 2020, must work that day in order to be paid for the holiday.