



ATTENDANCE CHECKLIST International Brotherhood of Teamsters Local 19, Airline Division

If you are called in to the office for any attendance infraction and points are being deducted, get a witness and then use this checklist. This is your checklist

NOTE ANY THING THAT IS WRONG, DATES, TIMES, MISSING SWIPES, AUTO, DAY TRADES

Attendance check list:

- 1) Review all of the attendance occurrences for discrepancies:
- 2) Verify all the dates that are listed especially if your supervisor adjusted your attendance
- 3) Verify all of the late swipes that are listed especially if your supervisor adjusted your attendance.
- 4) Missing swipes, did your supervisor approve your attendance or swipe?
- 5) Request a copy of all supporting documents at the time of the meeting. Make sure that you note any of the supporting documents that are not present, that are not correct and that the company will not give you a copy.
- 6) If the termination letter is not correct on any facts do not sign the document. If you are forced to sign the document make sure to mark it "Signed Under Protest"
- 7) If you are terminated you need to call us immediately. Chris Moore 202-409-6038 or Robert Rasch at 713-672-8155.
- 8) There is an audit trail with ETA. You can request a copy of the audit trail. You will want an audit trail for the day before, the day of, and the day after each attendance instance.
- 9) **ASK! Would any of these occurrences be covered by FMLA? Make sure to note managements answer! This is very important because in many cases FMLA does not count toward your attendance record.**

FINALLY:

BEFORE YOU LEAVE THE OFFICE? DID YOU NOTE ANY THING THAT IS WRONG (DATES, TIMES, MISSING SWIPES, AUTO, DAY TRADES)

Date: _____

I, _____ (name) _____ (Employee #) is requesting the
ETA audit trail for the day before, the day of and the day after the following dates:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

In addition, for any day trades, I am also requesting the audit trail for the employee I traded with for the
day before, the day of, and the day after the day trade.

_____	_____
_____	_____
_____	_____

Signed: Employee
Emp #

Emp # Witness Signed

For CAL Management Emp #

Additional Witness' Signed Emp #

(Make three copies of this document, one for CAL and one for yourself and one for your Union contact)