

## PROMOTIONAL CRITERIA GUIDELINES

### ATTENDANCE CRITERIA

CODE	TITLE	DEFINITION	NOTES
SN	Sick No Pay	Unpaid time off taken by an employee who claims to be sick, but has exhausted paid sick leave.	Occurs when an employee calls in to report a sick day and when employee is out of sick and/or vacation days, or if an employee elects to use an SN rather than one of their vacation days. Three consecutive days of SN require a medical certification (doctor's note) verifying the medical need for them to miss work. To be granted SN, the employee must notify the Department of their absence prior to the start of their shift.
AN	Absent No Pay	Unpaid employee absence with Employer notification.	Used when an employee has used up all vacation time, or, for Trades employees, has used up their 5 call-ins allowed by the CBA. An employee is marked AN when they notify the Department that they will not be at work prior to the start of the shift and do not report to work on that day, or if during the day notify their supervisor that they must leave. May be used for full or partial day absences.
AW	Absent No Call	Unpaid employee absence without Employer notification.	Employee does not phone the appropriate Department call-in line, or appropriate supervisor, prior to the start of the shift and does not show up for work. Used for full-day absences.
AU	Absent Not Excused	Unpaid employee absence without Employer notification.	Used for unexcused early departure from work. Used for partial day absence.

<b>Guideline for Using Attendance Criteria</b>	No more than the equivalent of 7 days of "AN", "SN", "AW", or "AU" cumulative hours during past 12 months.	A summary report can be run to identify the total number of hours identified under each of these codes, and if the sum of those hours is greater than the equivalent of 7 working days, then the candidate would be bypassed.
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### DISCIPLINE CRITERIA

CODE	TITLE	DEFINITION	NOTES
DS	Disciplinary Suspension	Employee suspension as a result of formal disciplinary procedures.	Used to record when an employee has been suspended for reasons resulting from official disciplinary action.
SU	Suspension Dock	Employee suspension as a result of formal disciplinary procedures.	Used to record when an employee has been suspended for reasons resulting from official disciplinary action.

<b>Guideline for Using Discipline Criteria</b>	No more than the equivalent of 7 days of "SU" and/or "DS" cumulative hours during past 12 months.	A summary report can be run to identify the total number of hours identified under this code, and if those hours are greater than the equivalent of 7 working days, then the candidate would be bypassed.
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