

NYSA-ILA ABSENTEEISM PROGRAM
45 Broadway - 5th Floor
New York, NY 10006-3007
(212) 208-0220

September 26, 2005

IMPORTANT NOTICE TO ALL DEEP-SEA CRAFT MEMBERS

ABSENTEE PROCEDURES

Set forth below is the new Program on Absenteeism which will apply to all deep-sea craft members. This Program will become effective October 1, 2005. It will supersede the Absenteeism Program currently in effect.

On October 1st of each contract year, commencing October 1, 2005, absences in the prior contract year will be eliminated as they apply to this program. However, suspensions or penalties resulting from absences in the prior contract year will be enforced.

- A) **ALL DEEP-SEA CRAFT MEMBERS MUST REPORT TO WORK AS ORDERED** and:
- B) **MUST REMAIN AT WORK** until released by their employer:

This applies when workers are ordered as individuals, and when they are ordered as members of lists/gangs.

A failure to report to work as ordered or a failure to remain at work until released by the employer will be deemed a violation of the Absenteeism Program.

Any member of a list/gang, or any other employee, who fails to report for work as ordered, or remain at work until released by the employer, will incur the following penalties:

1. A warning letter will be sent after the occurrence of the second violation.
2. On the occurrence of the fourth violation, the employee will be suspended from industry employment for one week.
3. On the occurrence of the sixth violation, the employee will be suspended from industry employment for two weeks. The employee will also be reminded that upon the occurrence of the tenth violation, he/she will be permanently terminated from industry employment and will not be permitted to return to industry employment.
4. On the occurrence of the eighth violation, the employee will be suspended from industry employment for three weeks. The employee will again be reminded that upon the occurrence of the tenth violation, he/she will be permanently terminated from industry employment and will not be permitted to return to industry employment.
5. Upon the occurrence of the tenth violation, the individual will be permanently barred from any further employment in the industry. Prior to such permanent bar, the individual will be called



to a hearing before the Committee on Absenteeism and will be afforded the opportunity to explain why such bar from employment should not occur.

An absence will be excused only upon presentation of a reason acceptable to the Committee. In the event that an absence is due to medical reasons, proof of the injury or illness must be submitted to the Committee, which shall determine whether or not the proof is sufficient to eliminate the violation. The employee's reason(s) for his/her absence must be received by the Committee no more than 21 calendar days after the date of the violation notice. The reason(s) and the original counterpart of any supporting documentation must be submitted in writing to the NYSA-ILA Committee on Absenteeism, 45 Broadway, 5th Floor, New York, NY 10006, Attn: Secretary. It is the sole responsibility of the employee to insure that the documentation is submitted to the Committee within the 21-day time frame. If the reason is medical in nature, your medical provider must supply the date and place of treatment and the condition for which treated. The information must be on the physician's stationery or prescription pad signed by the physician. Each date of treatment must be on a separate note unless the dates of treatment are consecutive. In the alternative, you can provide a copy of the explanation of benefits from your medical insurance carrier. An absence for any other reason must be supported by documentation sufficient in the Committee's discretion to establish the reason for the absence as being valid and to eliminate the violation. The foregoing will be strictly enforced and will be effective with the first violation occurring after September 30, 2005.

The Committee may, in its sole discretion, request that an employee provide it with a medical release directing the employee's physician to provide the Committee with the physician's full records relating to the absences.

In the event of a determination by the Committee upholding an action taken pursuant to 5 above, the employee will have the right to appeal such denial to the Contract Board. The appeal must be received by the Contract Board no later than 15 days subsequent to the date on the notice of the adverse determination. All decisions of the Contract Board shall be final and binding.

Please note: If you seek to remove yourself from the hiring system, you will be penalized under the Absenteeism Program unless you meet one of the following exceptions:

- a) If you are a list member or sponsored employee, you can only be removed from the hiring system if your employer authorizes your removal. **In addition to the required documentation set forth above, if you are going to be absent due to an illness or other justifiable reason, you must notify your employer as soon as possible, but no later than 8:00 a.m., and provide the period of time you expect to be absent from your employment. Failure to do so will prevent your absence from being excused.**
- b) If you are a non-list member, you can only be removed from the hiring system if you provide proof of an emergency to the NYSA-ILA GAI Department on a timely basis.

You have the obligation to determine if your request for removal from the hiring system has been granted.

THIS REVISED PROGRAM ON ABSENTEEISM WILL BE STRICTLY ENFORCED.