



Notification of Unauthorized Absence

Dates of Unauthorized Absence: _____

(Please specify AM or PM) _____

Daily Route Number: _____

Extra Daily Route(s) Covered: _____

I _____ understand that this absence is
(print first and last name)

not authorized by Attridge Transportation. I also understand that the absence may impact my seniority date, bus assignment, statutory holiday pay and route assignment. I acknowledge that I have read and understood the policy section(s) that state:

Attridge Transportation will not:

111. Hold a route or vehicle for an employee returning from an absence exceeding the three unpaid protected leaves allocated by the government in a calendar year or grant a leave of absence. The protected leaves are as follows; three days per year of sick leave, three days per year of family responsibility leave, and two days per year of bereavement leave.

115. Authorize any holiday or absences other than the scheduled:

- a) March break (1-week dates as determined by the local school boards)
- b) Christmas break (2-week dates as determined by the local school boards)
- c) Summer break (8-week dates as determined by the local school boards)

Any other driver absence is unauthorized. No exception.

117. Continue the seniority date for an employee returning from an unauthorized absence(s).

Driver Name

Date