



Attention: All US Non-Operating Union Employees New Mark off Procedures effective 5/1/2013

In an effort to streamline the management of employee attendance, CN is establishing new Attendance Guidelines and assigning the administration of absences to an internal, dedicated Attendance Management Center (AMC). The AMC, located in the Crew Management Center, will handle Jury Duty, Bereavement, FMLA, Sick and other miscellaneous unscheduled absences. AMC employees are knowledgeable on CN's FMLA policy and Collective Bargaining Agreement absence entitlements.

The AMC will be open 24/7 effective at 0700 Central Time on May 1, 2013.

Employees must call the AMC at 1-800-870-3720 to mark off. This call should be made as soon as the employee is aware that he or she is unable to work or protect their position on an extraboard, but not less than two hours prior to the start of a shift, absent exceptional circumstances that do not allow the employee to call.

Once the absence is processed, the AMC will route the employee to the appropriate place/person per their normal call off procedures. Your cooperation in adhering to these procedures is essential to help us meet our customers' expectations and our commitments to them, to properly staff our facilities, and properly manage employee absences.

When marking off for Jury Duty, Bereavement, FMLA, Sick and other miscellaneous unscheduled absences, your first call must be to the Attendance Management Center (AMC) at 1-800-870-3720.



CN – United States 2013 Attendance Guidelines for Unionized Employees Effective May 24, 2013

Predictable, reliable attendance is critical for CN's successful business operations and is an essential job requirement. Employees are expected to work regularly and without excessive layoffs or absences. CN, however, realizes that occasionally unscheduled absences from work may occur.

These Guidelines are established to ensure that these important work requirements are met and encourage consistent application across CN's operations in the US.

An **unexcused absence** is defined as any absence other than (1) approved absence(s) for family or medical leave pursuant to the FMLA or similar state leave laws, (2) approved medical leaves of absence and (3) any other absence or leave as long as proper approval has been granted.

An employee will be subject to Corrective Action (which may include discipline) if unexcused absences reach any of the following levels during any 12-week period:

- More than 2 occurrences of any duration
- More than 3 total work days missed
- More than 1 occurrence that is on a holiday or immediately before or after a holiday, rest day, Personal Leave Day (PLD), vacation day, or Family Medical Leave Act (FMLA) day

Also, if an employee 1) misses a call for an assignment, 2) refuses an assignment, 3) marks off on call, 4) fails to be available for an assignment and fails to notify the Company of the absence, or 5) leaves a work assignment early without proper permission, the employee will be separately subject to disciplinary consequences after a single occurrence.



CN – United States

2013 Unionized Employee Attendance Guidelines Corrective Actions

Effective May 24, 2013

The Company will consider the employee's entire disciplinary record when issuing discipline for an established violation of these Guidelines. An employee who has no existing discipline active on their record will be subject to the following progressive corrective action for violation of these Guidelines:

- The first time an employee reaches or exceeds the thresholds outlined in these Guidelines, he or she will be formally coached (in-person) by his or her supervisor and a Letter of Caution will be issued to the employee and placed in the employee's file.
- An employee who reaches or exceeds the thresholds outlined in these Guidelines, who has already participated in a coaching session and received a Letter of Caution, will be subject to formal investigation. If the investigation establishes that the employee has violated these Guidelines, a 5-day suspension will be assessed.
- An employee who reaches or exceeds the thresholds outlined in these Guidelines, who has the 5-day suspension referenced above on their record, will be subject to formal investigation. If the investigation establishes that the employee has violated these Guidelines, a 20-day suspension will be assessed.
- An employee who reaches or exceeds the thresholds outlined in these Guidelines, who has the 20-day suspension referenced above on their record, will be subject to formal investigation. If the investigation establishes that the employee has violated these Guidelines, the employee will be dismissed.

Note: After a violation resulting in suspension, if an employee completes six months with no attendance Guideline violations, the most recent suspension will no longer be considered "active" under these Guidelines. If an employee completes an additional six months with no violations, the next most recent suspension, if any, will no longer be considered "active" under these Guidelines.

Note: The suspensions stated above may be actual or deferred.

Corrective Action Process and Required Follow up

The Attendance Management Center (AMC) will advise the employee's Management whenever there appears to be a violation of these Guidelines. Management must then take the appropriate Corrective Actions. The AMC, via AMC-US@cn.ca, must be copied on all Letters of Caution that are issued following coaching sessions, on all notices of investigation and on all final determinations of discipline. Timely action on all violations is essential for consistent application of these Guidelines and Corrective Actions. This will be monitored and reported to Regional Management.