

Attendance Policy

U.S. & Canada, Union, Hourly Production

Policy

Reliable attendance and punctuality are essential to Weyerhaeuser's success, and employees must, to the extent reasonably possible, notify their managers in advance of an absence, late arrival, or early departure. Situations may arise when it is necessary for an employee to be absent from work. The purpose of this Policy is to help employees' and their leaders manage attendance.

The labor agreement will supersede this policy if there is a conflict in the expectations set out below.

Expectations

This Policy will generally apply to all unexcused absenteeism, tardiness, and early departures regardless of reason – it is a “no-fault” policy. Absence, tardiness, and early departure are defined broadly as the failure to be at work when scheduled. Scheduled time includes scheduled shifts, required team meetings, training sessions, down-day coverage, mandatory and volunteer overtime shifts, etc.

Attendance issues will be evaluated on a case-by-case basis and in accordance with the expectations set forth below. Absenteeism, tardiness, and early departures may result in disciplinary action up to and including termination of employment unless they are excused or approved.

Examples of excused and approved absences, tardies, and early departures include:

- Time off that was previously approved, including vacation or union business;
- Approved accommodations;
- Legally protected leave under federal, state, provincial, and local family, medical, sick, and safety leave laws (e.g., Family and Medical Leave Act, mandatory state sick leave, Compassionate Care Leave);
- Leave under Weyerhaeuser's Short Term and Long-Term Disability Plans;
- Time off due to a work-related injury that is covered by workers' compensation; and
- Any other days off as provided in the applicable Collective Bargaining Agreement and, if applicable, in Weyerhaeuser's Employee Handbook.

When an absence, tardy, or early departure is excused or approved:

- It will not be used as a basis for disciplinary action or negative performance evaluation; and
- Any applicable law's notice requirements will supersede this Policy.

You can find other leaves of absence information here: [Leaves of Absence Policy](#)

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If the applicable Collective Bargaining Agreement includes sick leave requirements, refer to applicable agreement. If the agreement follows U.S. state sick leave laws, see the following policies for more information: [Arizona](#); [California](#); [Colorado](#); [Maine](#); [Michigan](#); [New Jersey](#); [New Mexico](#); [New York](#); [Oregon](#); [Seattle](#); [Washington](#); and [Disability-U.S. and Canada](#). If the agreement follows Canada provincial sick leave laws, please see the [Leaves of Absence Policy, Canada Addendum](#).

Even one unexcused absence, tardiness, or early departure may be considered excessive, depending upon the circumstances.

If an employee believes that an absence, tardy, or early departure should be excused pursuant to a collective bargaining agreement, policy, or law, the employee must notify their manager of this fact as soon as possible (see notice requirements below), but no later than at the time of the absence, tardy, or early departure. The company will review the situation, and any errors will be corrected.

Employees who fail to report for work without any notification to management for three or more consecutive days (No Call / No Show) may be considered to have abandoned and voluntarily ended their employment. For employees in a bargaining unit, the labor agreement supersedes this policy if there is a conflict.

PROPER NOTIFICATION AND OCCURRENCES

All absences and tardies must be properly reported to management prior to the start of shift on the day the absence or tardy occurs. If an employee needs to leave early for any reason, they must similarly properly notify management before leaving. This does not mean that all reported absences, tardies, and early departures are excused.

For purposes of this Policy, “proper notification” for absences and tardies is calling, texting, or emailing management not less than one hour prior to the start of your shift. Sites may determine additional requirements for proper notification at their discretion, such as requiring a timely acknowledgement of receipt from management. “Proper notification” for early departures is verbally notifying management in person, no less than one hour before the early departure is needed. Situations where employees are prevented from notifying management at least one hour prior to an absence, tardy, or early departure will be considered on a case-by-case basis for potential occurrences or related discipline. For further information on who to contact at your location, please review your site’s contact list.

It is the employee’s responsibility to notify management of the following:

- Prearranged/scheduled absences, tardies, and early departures (doctor visits, vacation, etc.). These types of absences should be scheduled and approved by management as far in advance as possible. All attempts should be made to schedule doctor visits during non-work periods. Failure to provide sufficient notice to management of a prearranged absence may result in denial of requested time off, unless prohibited by law (e.g., state mandated sick leave).

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- For absences, expected date of return so the location can plan accordingly.

Depending on the circumstances, failure to follow either of these notification expectations could result in either no notification or improper notification for purposes of assigning occurrences.

The Company may, in its discretion and consistent with law, grant or deny absence requests, regardless of when the request is made. Employees should notify the Company of all facts, documents, etc. the employee believes should be considered when reviewing requests. Under certain circumstances, and to the extent permitted by law, the Company may also request appropriate documentation and additional information to support absences (e.g., medical verification, jury duty certification, bereavement proof, etc.). During any extended leave of absence, the employee is expected to keep management advised of their expected return to work date.

Absences

Occurrences for absences will be counted as follows:

- Excused absence with improper notification – one (1) occurrence
- Unexcused absence with proper notification – one (1) occurrence
- Unexcused absence with proper notification for two (2) or more consecutive scheduled shifts for the same illness or injury when the time off is not legally protected- one (1) occurrence in total
 - If you are absent for three (3) or more calendar days, you must contact the Leave & Disability Management Team to apply for leave and provide medical documentation related to your time off. (Note: Effective 7/1/26, this will change to seven (7) or more calendar days for U.S. employees). If you choose not to contact the Leave & Disability Management Team or are denied leave through this process, occurrences will accrue as defined in this Policy unless prohibited by law (e.g., certain situations with protected leave such as mandated sick leave or FMLA).
- Unexcused absence with improper notification – one and a half (1.5) occurrences
- Unexcused absence with no notification (No Call/No Show) – two (2) occurrences
- Unexcused absence for three (3) consecutive scheduled shifts without notification (No Call/No Show) – Considered job abandonment and voluntary resignation of employment

Tardies

Employees are expected to be at work and ready to work at the start of shift and remain at work for their entire shift. Any employee who has not clocked in within five (5) minutes following the start of a shift, regardless of the reason, will be marked as tardy and assessed occurrences as follows, except where prohibited by law:

- Late with proper notification – half (0.5) occurrence
- Late with improper notification and worked at least half of the scheduled shift – one (1) occurrence
- Late with improper notification and worked less than half of the scheduled shift – one and a half (1.5) occurrences

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- Late with proper or improper notification but doesn't arrive for work – two (2) occurrences

If an employee is tardy upon return from a rest break or meal period, they may receive occurrences as set out in this section as well.

Early Departures

Any employee who leaves work early without prior approval is required to notify management at least one (1) hour (proper notification) before leaving and will be assessed occurrences as follows, regardless of the reason, except where prohibited by law:

- Early departure with proper notification, whether returns to site or not, and worked at least half of the scheduled shift – half (0.5) occurrence
- Early departure with proper notification, whether returns to site or not, and worked less than half of the scheduled shift – one (1) occurrence
- Early departure, with improper notification – one and a half (1.5) occurrences
- Early departure, with no notification (walking off the job) – Disciplinary action up to and including termination

If an employee properly notifies management they need to leave early, management may, at their discretion, approve the early departure without administering occurrences.

Disciplinary Action

For determining when disciplinary action is to be taken, an employee's attendance record for the last rolling twelve (12) month period will be reviewed, using the most recent occurrence as a starting point. Any occurrence more than twelve (12) months old or any legally protected absences (e.g., state mandated sick leave, FMLA, Compassionate Leave, accommodations, etc.) will not be used in the determination of disciplinary action. For example, if an employee's most recent occurrence is from January 5th, an occurrence from January 5th (or earlier) from the prior year will not be considered.

Discipline will be applied at each location according to the local bargaining agreement or local practice.

If a site does not have a progressive discipline policy currently written into the local bargaining agreement or local practice, please defer to the below for disciplinary guidelines:

Generally, when an employee receives more than two (2) occurrences, it is considered "Excessive Absenteeism" and is subject to disciplinary action. A verbal coaching may also be provided if an employee receives more than one (1) occurrence. Each incident in which an employee is awarded occurrences after two (2) occurrences will be considered a separate incident of Excessive Absenteeism that is subject to discipline. For employees who are on probation, if they exceed one and a half (1.5) occurrences during this period, employment may be terminated for absenteeism, subject to review by management. If an employee has documented disciplinary infractions related to conduct, work performance, etc, the disciplinary action below may be adjusted or accelerated.

The following is the schedule to be used for determining if disciplinary action is appropriate:

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- Two-two and a half (2-2.5) Occurrences = 1st occurrence of excessive absenteeism
- Three-three and a half (3-3.5) Occurrences = 2nd occurrence of excessive absenteeism
- Four-four and a half (4-4.5) Occurrences = 3rd occurrence of excessive absenteeism
- Five+ (5 +) Occurrences = 4th and final occurrence of excessive absenteeism

Management reserves the right to evaluate each employee's attendance record and assigned occurrences on a case-by-case basis to determine when and which level of disciplinary action is appropriate.

Audience

This Policy applies to all hourly production employees in the U.S. at a Union location.

Related Resources

[Employee Handbook- Workplace Conduct](#)

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SITE NOTIFICATION SHEET TEMPLATE

Employee Group	Who to Contact (e.g., Hotline, Manager, etc.)	Hotline Number	Management Name/ Number	Designee if Management Unavailable	Comments
Shift A	1. Hotline 2. Manager	12345	N/A	N/A	Only calls to the hotline will count as proper notification, but employees should also notify their manager as well
Shift B	Manager	N/A	Joe Smith/12345	Jane Smith/23456	To be considered proper notification, employees must text the manager (or designee) and receive a confirmation text in response