



International Association of Machinists and Aerospace Workers Local Lodge 16

February 25, 2015

Dear Brothers and Sisters:

Re: Attendance Line

It has been brought to the Union's attention that when members have contacted the attendance line to report that they are unable to report for their scheduled shift as a result of sickness that the employer has been asking for a diagnosis.

The employer is not entitled to ask for the specific nature or symptoms of your illness.
(Diagnosis)

The only information you are required to provide is.

- Full name
- LMS Number
- Date
- Specific Shift for the absence
- Expected date of return
- Reason for the absence ie: Sick, bereavement, compassionate care, etc

Additionally we would recommend that you call from a cell phone number and keep track of who you spoke to. Our experience is that there have been some inaccuracies in the employer's records with respect to members being marked as No Show No Call.

Please guide yourself accordingly,

Chris Thompson
Chief Shop Steward