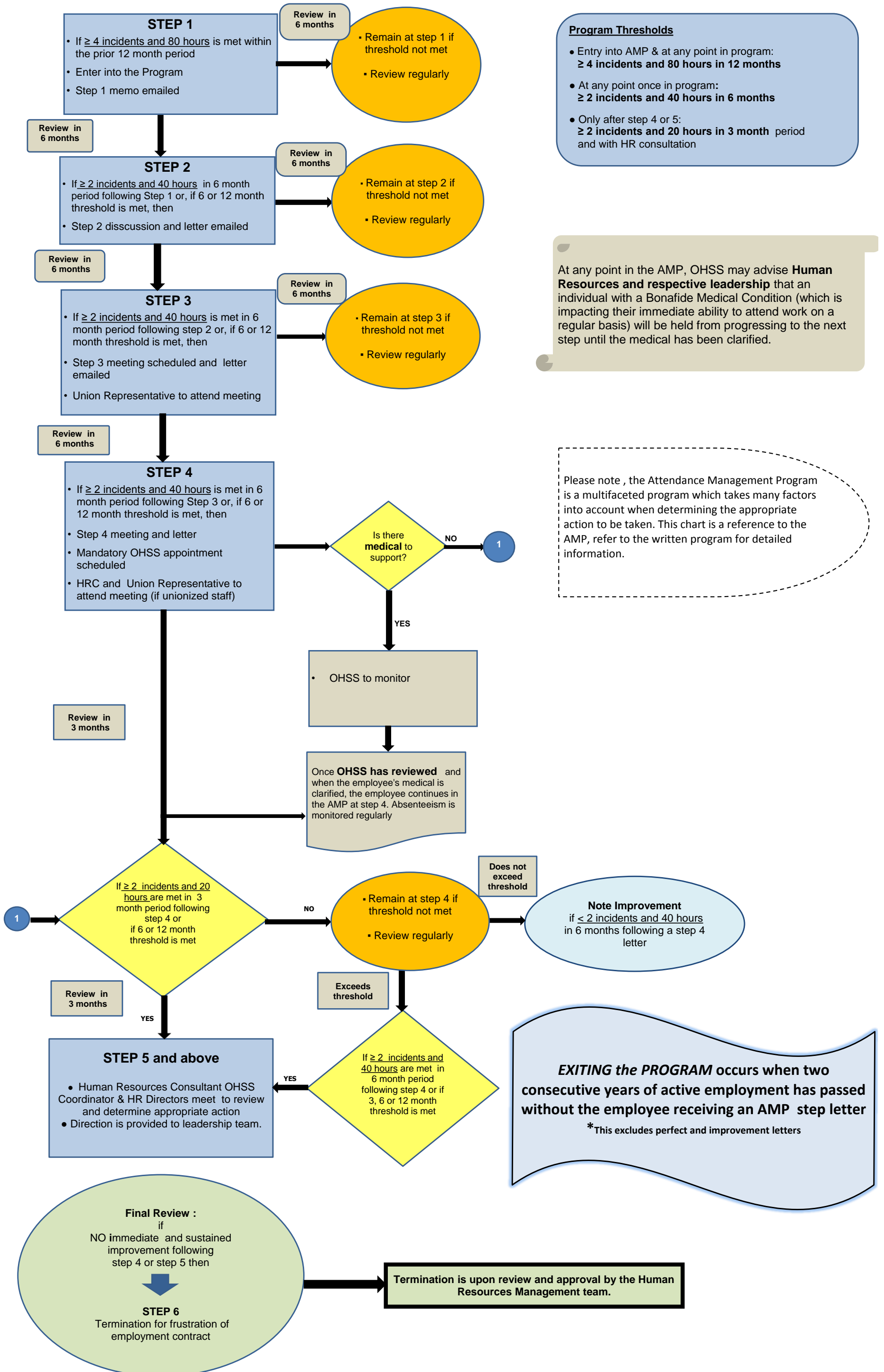


Attendance Management Program (AMP): Step Progression and Program Structure

Do you have an underlying Medical Condition or Disability that Requires Accommodation? Contact OHSS.



Program Thresholds

- Entry into AMP & at any point in program: **≥ 4 incidents and 80 hours in 12 months**
- At any point once in program: **≥ 2 incidents and 40 hours in 6 months**
- Only after step 4 or 5: **≥ 2 incidents and 20 hours in 3 month period and with HR consultation**

At any point in the AMP, OHSS may advise **Human Resources and respective leadership** that an individual with a Bonafide Medical Condition (which is impacting their immediate ability to attend work on a regular basis) will be held from progressing to the next step until the medical has been clarified.

Please note, the Attendance Management Program is a multifaceted program which takes many factors into account when determining the appropriate action to be taken. This chart is a reference to the AMP, refer to the written program for detailed information.

EXITING the PROGRAM occurs when two consecutive years of active employment has passed without the employee receiving an AMP step letter

**This excludes perfect and improvement letters*