

### Clarification Regarding Treatment of Pre-Scheduled Medical Appointments

In general, employees are expected to work as scheduled. Absences covered by the FMLA, USERRA (Military Leave) and other types of protected leave are not counted as absences under the Attendance Policy.

Time lost for medical/dental/vision appointments will also not be counted if:

- 1) Employee provides advance notice of absence;
- 2) Employee misses as little work as possible; and
  - a) Appointment was previously scheduled during non-working hours and a schedule change or overtime scheduling requires time lost from a scheduled shift to keep the appointment; or
  - b) Special circumstances require an employee to obtain an appointment on an urgent basis, and such availability occurs during normal working hours (LR and Nurse involvement may be necessary); or
  - c) Employee is unable to obtain an appointment outside normal working hours (e.g., dentist, eye doctor) or special circumstances require appointment that conflicts with working schedule (e.g., overnight fasting for annual physical) (LR and Nurse involvement may be necessary).

Employees who must miss work for an appointment are expected to miss as little work as possible. Employees should not miss an entire shift, unless the appointment or circumstances require them to miss an entire shift or the employee's supervisor agrees that it would not be practical for the employee to work that day.