

JOHN J. DOOLEY, LEAD PLANT MANAGER  
DES MOINES PROCESSING & DISTRIBUTION CENTER



DATE: JULY 14, 1995  
Reissue September 1, 1996  
Reissue March 1, 1997

TO: ALL DES MOINES PROCESSING & DISTRIBUTION EMPLOYEES  
SUBJECT: EMPLOYEE ATTENDANCE REQUIREMENTS

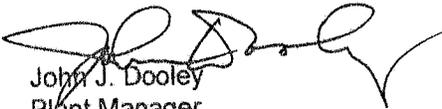
I would like to take this opportunity to recognize and express my appreciation to the Des Moines Processing & Distribution employees who maintain regular work schedules throughout the year and to inform all employees of the requirements and importance of the maintenance of a regular work schedule.

An employee's maintenance of a regular work schedule ensures the most efficient and cost effective service to our customers. Additionally, when employees maintain regular attendance, it provides the maximum opportunity to allow for proper leave consideration to all employees. Consistent adherence to your scheduled work hours is not only critical to the organizational goals but also a fundamental responsibility for all employees.

For purpose of definition, maintain a "regular work schedule" means to report to work at the scheduled reporting time, with no deviation, and to work the assigned hours which provide for authorized breaks. Employee absences other than bid annual leave may have a negative impact on fellow employees and the success of the operation and are to be avoided as much as practicable. These absences, including scheduled and unscheduled sick leave (or leave without pay in lieu of sick leave), emergency annual leave (or leave without pay in lieu of emergency annual leave) will be considered when your supervisor reviews your attendance. Any corrective action necessary will be based on your supervisor's attendance review.

Employees are also responsible for proper reporting of any necessary deviation from their regular work schedule due to illness or emergency situations. Employees are required to contact their supervisor in advance whenever possible if unable to report to work as scheduled and provide their supervisor with the duration of the absence to allow for proper replacement scheduling. *For example; if an employee calls in requesting sick leave for today only, it would be necessary to call in again the next day if they were still sick. However, if an employee is made aware by their physician of the need to be off work in excess of one day and advises his supervisor of the duration of the time he will be off at the time of the call-in, it would not be necessary for the employee to call the next day.*

Both excessive use and abuse of leave are in conflict with the goals of our organization and must be avoided. I am soliciting all employees assistance in being responsible for regularity in attendance. Enforcement of our attendance regulations will be a primary goal for this upcoming year. Again, thank you for your assistance.

  
John J. Dooley  
Plant Manager

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