

**ATTENDANCE RECOGNITION PLANS
UAW HOURLY & SALARIED CAREGIVERS
(INCLUDING SSH UAWCAREGIVERS)
(Per-Diem and Supplemental Pool Caregivers are not eligible)**

CAREGIVER INFORMATION

Caregiver Name _____

Caregiver # _____

Department Name _____

Department # _____

PLEASE CIRCLE THE APPROPRIATE STATUS

PLEASE CIRCLE THE APPROPRIATE SHIFT

Full-Time Part-Time Weekend

8 hours 10 hours 12 hours

PLEASE CHECK THE APPROPRIATE BOX

I am a full-time, part-time, or Weekend Staffing UAW Caregiver who has not received discipline for tardiness within the applicable quarter and have had no occurrences as defined in Section 18.2 of the Sparrow/UAW Agreement in a quarter which started on thirty (30) days after conclusion of the calendar quarter period. I am requesting the following:

- January 1 to March 31
- April 1 to June 30
- July 1 to September 30
- October 1 to December 31

Caregiver Signature

Date

Reviewed and Approved:

Supervisor/Manager Signature

Date

Supervisor/Manager Print Name

PROCESS FOR REQUESTING ATTENDANCE RECOGNITION INCENTIVES

1. Caregiver is responsible for recognizing eligibility, completing the form, and submitting it to his/her department manager.
2. Manager is responsible for verifying occurrences as defined in Section 18.2 of the Sparrow/UAW Agreement shift length.
3. Manager sends original form to Payroll for payment processing.

Caregivers who have no occurrences as defined in Section 18.2 in a calendar quarter may apply to be paid an amount equal to one-half (1/2) shift of pay at the base hourly rate for full-time Caregivers and one-half (1/2) shift of pay at the base hourly rate for part-time Caregivers.

A Weekend Staffing Caregiver who qualifies under Section 18 will receive one-half (1/2) shift of pay at their base hourly rate.

Caregivers on a full Temporary Layoff (TLO) will not qualify for the attendance bonus.