

**Questions to ask for attendance related discipline**  
*(Ask only if applicable)\**

1. Did you review the 3971s?
2. You were aware the 3971s were not completed properly? \*
3. You were aware the 3971s did not reflect scheduled/unscheduled? \*
4. You were aware the 3971s were not signed by management? \*
5. You were aware the 3971s were neither checked approved nor disapproved? \*
6. You were aware the 3971s were designated FMLA? \*
7. You were aware the 3972 listed disciplinary actions and official discussions on the form? \*
8. You were aware each absence you cited in the charge letter was documented with a medical certificate? \*
9. You were aware the past elements of discipline were not yet adjudicated? \*
10. You were aware the past elements of discipline had been modified?\*
11. You were aware the past elements of discipline had been expunged?\*
12. How did you happen to issue this discipline to the grievant?
13. Did someone suggest that it would be appropriate?

14. When was the last time you discussed the grievant's attendance with him/her prior to issuing the discipline?
15. Have you ever given the grievant an official job discussion on his attendance?
16. What exactly does "just cause" mean to you?
17. How many absences would it take to be "irregular in attendance"?
18. When did you discuss your concept of "regular in attendance" with grievant?
19. For which of these absences that you have cited did grievant submit medical documentation?
20. Wouldn't it be more "corrective" to give grievant another job discussion or maybe a Letter of Warning instead of suspending him for seven (7) days?
21. What do you think that the grievant could do, given his current medical condition, satisfy your attendance expectations?
22. Have you discussed these possibilities with him/her?
23. Do you think there may be any other problems which may be the real reason for the grievant's unacceptable attendance? What have you done to explore the possibilities?