



TIME & ATTENDANCE MEETING

- Please introduce yourself and explain what your role as a Vice-Chair is in the meeting
- ***IF DISCIPLINE*** gather as much details as possible

DATE: _____

MEMBER LAST NAME: _____

MEMBER FIRST NAME: _____

CELL NUMBER: _____

Start time: _____ Finish time: _____

Employee number: _____ Seniority Date: _____

Status: F/T or P/T Recall Date: _____

Vice Chair Name: _____

Manager conducting meeting: _____

TOTAL # of Anomalies & Circumstances

LATE	AX	AU	SICK

DETAILS: (use back of page if needed)

Air Canada paperwork issued to member? (Circle one) YES or NO

FOR UNIFOR PURPOSES ONLY-3 days or more:

Are you aware that progressive discipline, can and will lead to termination?

It is the union's suggestion that you actively work on measures to correct the behavior.

SIGNATURE: _____