

Attendance and Time Away From Work

Overview

The following section deals with attendance and absenteeism as well as various absences due to inclement weather and death in the family. In addition, this section contains information relative to various leaves of absence, both with and without pay.

Absences

Windstream needs the help and skills of each employee every day that they are scheduled to work. When there is an absence or incidence of an employee being late, regardless of the reason, the Company's ability to serve its customers is negatively impacted. Regular attendance and punctuality are important job requirements, equally as important as other job performance expectations.

Some absences are unavoidable; however, Windstream does not have a pay provision for every absence considered justifiable. The employee's manager or supervisor is responsible for absence control and approval of pay under certain circumstances, when an employee is absent. Some groups have defined attendance policies. However, in other groups there is no standard definition for what constitutes "excessive absenteeism." Within each workgroup or market, the manager has the responsibility of determining the allowable limits of absenteeism and to communicate those limits to their employees. Each absence or leave request will be considered for approval on its individual merits. Management reserves the right to require documentation of the reasons for any absence.

Although Windstream provides the Sick Pay Program, employees should not view this as an entitlement to take paid time off if they are not incapacitated. Excessive absenteeism or abuse or misuse of the Sick Pay Program will result in corrective action, up to and including termination of employment for cause.

Failure to Report an Absence

If an employee is absent and fails to notify their supervisor, or acting supervisor, for two consecutive days, the employee is presumed to have abandoned his/her job, and therefore employment may be terminated.

Holidays

Company Designated Holidays

Windstream employees are entitled to designated holidays (or pay in lieu) each year based on office location in accordance with minimum ESA standards.

The designated holidays for employees located in **New Brunswick** are:

NEW BRUNSWICK	
Holiday	Celebrated
New Year's Day	January 1
Family Day	Third Monday in February
Good Friday	Friday before the first Sunday after the first full moon after March 21
Victoria Day	Last Monday before May 25
Canada Day	July 1

New Brunswick Day	First Monday in August
Labour Day	First Monday in September
Thanksgiving	Second Monday in September
Remembrance Day	November 11
Christmas Day	December 25
Boxing Day	December 26

The designated holidays for employees located in **Ontario** are:

ONTARIO	
Holiday	Celebrated
New Year's Day	January 1
Family Day	Third Monday in February
Good Friday	Friday before the first Sunday after the first full moon after March 21
Victoria Day	Last Monday before May 25
Canada Day	July 1
Civic Holiday	August 6
Labour Day	First Monday in September
Thanksgiving Day	Second Monday in October
Christmas Day	December 25
Boxing Day	December 26

NOTE: If the holiday falls on a Saturday, Windstream will observe the holiday on the previous Friday; if the holiday falls on a Sunday, the holiday will be observed on the following Monday.

Holiday Pay for Company Designated Holidays

Windstream employees will receive pro-rated holiday pay based on the total amount of regular wages earned in the pay period immediately before the holiday ÷ number of days that the employee worked in that period. If the employee was absent during the entire previous pay period due to a statutory personal emergency leave or vacation, the calculation of holiday pay is based on the next preceding pay period.

Employee Works on a Company Designated Holiday

If an employee agrees to work or is required to work on a Company Designated Holiday, the employee is entitled to receive regular wages for hours worked plus a substitute holiday with Company Designated Holiday pay. If an employee is provided a substitute holiday, the employer must provide the employee with a written statement before the Company Designated Holiday setting out the Company Designated Holiday that is being substituted, the date of the substitute holiday, and the date the statement is provided to the employee.

Optional Holidays

In addition to the Designated Company Holidays, regular full-time employees who have completed 90 days of continuous employment may receive optional holiday pay. New Brunswick employees are entitled to up to eight (8) hours of option holiday pay per year, and Ontario employees are entitled to up to sixteen (16) hours of optional holiday pay per year.

Employees cannot accrue more than Regular part-time employees who are regularly scheduled to work 20 or more hours per week and who have completed 90 days of continuous service will receive optional