

SEVERE WEATHER CONDITIONS FORM

This form should be used to submit data to Delphi Employee Benefits regarding unusually severe weather.

PLANT LOCATION INFORMATION

Plant Name: _____ Initial Report: _____ Time Reported: _____
 Date Involved: _____ Revised Report: _____ Date Reported: _____
 Reported By: _____ Phone Number: _____ Reported To *: _____

INCIDENT INFORMATION

	Day Shift	Afternoon Shift	Midnight Shift
1. Operations were (were not) shut down:			
2. Shift starting time:			
3. Time of shutdown, if any.			
4. Number of employees scheduled to work**.			
5. If operations were shut down:			
a. Number of employees scheduled to work** who reported to work prior to shutdown.			
b. Number of employees scheduled to work** who did not report to work but did report to the plant (e.g. to pick up a pay check) prior to shutdown.			
c. Number of employees scheduled to work** who did not report to work or to the plant prior to shutdown.			
Note: 5a + 5b + 5c must equal question 4.			
d. Calculate absenteeism percentage	%	%	%
6. If operations were not shut down:			
a. Number of employees scheduled to work** who reported to work prior to shutdown.			
b. Number of employees scheduled to work** who did not report to work but did report to the plant (e.g. to pick up a pay check) prior to shutdown.			
c. Number of employees scheduled to work** who did not report to work or to the plant prior to shutdown.			
Note: 6a + 6b + 6c must equal question 4.			
d. Calculate absenteeism percentage	%	%	%
7. Other comments (e.g. severity and type of weather, actions of other employees in area, instructions or proclamations of local authority, evidence of concerted employee action to not report to work, reason for shut down, etc.)			

40% Rule Applied – SUBenefits authorized by: _____
 (Authorized Employee Benefits Representative)

* Contact Monica Rynearson, telephone (248)-813-2855 or Anthony Stephens, telephone (248)-813-1251 or fax (248) 813-1111

** The term “scheduled to work” excludes employees in the following categories:

- Employees on leave of absence
- Employees on disciplinary layoff
- Employees excused in advance for vacation, jury duty, bereavement or any other purpose
- Employees who have telephoned the plant and reported that they will be absent for a reason other than the severity of the weather conditions.