

SEVERE WEATHER CONDITIONS FORM

This form should be used to submit data to General Motors GBS 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 <u>not</u> 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 GBS Representative)

* Contact Sherman Perkins, telephone (313) 818-6833 or fax (313) 667-1355

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

- Employees on leave of absence or 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.