



Attendance and Absenteeism

Entergy system policy
Rev. 19.2 | 2/3/2025

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Our values

- safety
- teamwork
- always learning
- integrity
- respect



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Why do we need this policy?

1.1 What is the purpose of the Attendance and Absenteeism policy?

- **1.1.1** The purpose of this Policy is to set forth the Company's basic expectations regarding attendance, recognizing that Employees occasionally face situations which require them to take time off from work. This Policy provides examples of the various types of Absences and when an Absence may qualify as an Approved Absence. The Policy also identifies the notice, eligibility, and substantive requirements for Paid Absences.
- **1.1.2** This Policy does not address, among other things, the following types of time off from work: holidays, vacation, paid parental leave, volunteer paid time off, military leave, long-term disability, short-term disability including absences occurring during long-term-disability claim processing, leave under the Family and Medical Leave Act of 1993 and other leave available under federal, state, or local law. Other System Policies and/or guidance should be consulted for these types of time off.
- **1.1.3** Employees at certain worksites may have rights or other entitlements under federal, state, or local law that are more generous than those provided pursuant to this Policy. If you believe these more generous laws are applicable, please contact the Employee Support Center to request more information. Nothing in this Policy limits employee rights under state or local law. If an absence qualifies under this Policy and federal, state, or local law, the leave will run at the same time under both, but the Employee will have the benefit of the most generous leave period available, subject to eligibility and any other legal or policy requirements.
- **If you have questions related to this Policy, please contact the [Self-Service Portal](#) or 844-ETR-Work.**

1.2 What are our responsibilities?

- **1.2.1 The Director, Leave & Other Programs** is responsible for administering, interpreting, and maintaining this Policy.
- **1.2.2 The senior-most System Officer with responsibility for Human Resources** or his or her delegate has the ultimate authority and discretion to determine eligibility and to otherwise interpret all terms of this Policy.
- **1.2.3 Employees** are responsible for:
 - Reporting to work timely and working from their Approved Work Location on their scheduled workdays;
 - Completing their entire scheduled shift each workday;



- Requesting supervisor approval of a scheduled or foreseeable Absence reasonably in advance as specified in this Policy;
 - Timely notifying their supervisor about the need for an unscheduled or unforeseeable Absence;
 - Providing a valid contact phone number and remaining in contact with their supervisor during an Absence;
 - When applicable, timely submitting appropriate documentation to support an Absence or return to work;
 - Entering all time, including hours worked and absences accurately on their timesheet or in the Company's time entry reporting system within the current pay period; and making necessary corrections within 60 days of commencement of Absence; and
 - Complying with this Policy.
- **1.2.4 Leave Management and/or Absence Management** is responsible for:
 - Reviewing Paid Absence and Unpaid Absence requests and ensuring the request is compliant with the provisions of this Policy.
 - **1.2.5 Supervisors** are responsible for:
 - Monitoring accuracy of time entries made by Employees for whom the supervisor is responsible, approving entries in the Company's time entry systems, including time entries, premium rates, overtime, and other aspects of employee pay, and addressing with the Employee in a timely manner any entry that appears to be questionable or inaccurate;
 - Where applicable, making appropriate entries and approvals in the Company's human resources management systems;
 - Approving or denying requests for Paid Absences or Unpaid Absences pursuant to the provisions of this Policy and approving corrections that are timely entered by the employee; and
 - Consulting Leave Management and/or Absence Management as needed in administering this Policy with respect to the supervisor's direct reports.
 - **1.2.6 Company Officers (ML 1-4) and Directors** are responsible for approving certain Paid Absences and Unpaid Absences as specified in this Policy.

What do we need to know?

2.1 General Requirements

Attendance and punctuality. Reliable and consistent attendance is a condition of employment with the Company. Employees are required to report for work at their scheduled times and their Approved Work Locations, and work throughout their entire work schedule or



scheduled shift, unless they are on an Approved Absence from work or are otherwise being accommodated for an approved reason.

- **2.1.1 Proper Attendance and Absence Recordkeeping.** Employees shall accurately record all Absences on their time and pay records. Supervisors shall monitor these records to ensure Employees appropriately record Absences.
- **2.1.2 Approved Absence Not an Entitlement.** Approved Absences are not an entitlement, and Employees are expected to request and take Absences only for the purposes described in this Policy. Each Employee should monitor his/her own attendance to ensure that he/she satisfies all Company and departmental attendance requirements.
- **2.1.3 Unapproved Absences.** An Unapproved Absence is a violation of the attendance requirements of this Policy.
- **2.1.4 Job Abandonment.** An Employee who does not report for scheduled workdays at the Employee's Approved Work Location(s) and fails to contact management regarding his or her Absences for three consecutively scheduled workdays (although there may be calendar days between consecutively scheduled workdays) will be considered to have abandoned his or her employment with the Company.

2.2 Approved Absences

Despite the attendance and punctuality requirements specified at [Section 2.1](#), the Company understands that Employees occasionally face situations that require them to be absent from work. This Policy provides for management approval, at its sole discretion, of certain types of employee Absences.

- **2.2.1 Notice of Absence.** Each Employee must timely notify management of an Absence, his/her anticipated date of return to work, and contact phone number in accordance with [Section 2.14](#) of this Policy. If an Employee fails to provide proper and timely notice to his/her supervisor of an Absence in accordance with [Section 2.14](#) of this Policy, the Company may, among other things: (a) delay the commencement of the Absence until the required notice is given; (b) deny the Absence altogether and require attendance (if appropriate); (c) approve the portion of the Absence for which proper and timely notice was given, but classify the rest of the Absence as an Unapproved Absence; or (d) classify the Absence as an Unapproved Absence.
- **2.2.2 Supervisory Approval and Continued Contact with Supervisor.** An Employee must obtain approval for Absences from his/her direct supervisor or the supervisor's designee (someone the supervisor has officially instructed employees to contact regarding Absences) unless a higher management level approval is required by this Policy. An Employee must communicate with his/her supervisor during the Absence in accordance with [Section 2.14](#) Daily Notification of Absence.
- **2.2.3 Supporting Documentation for Absence.** The Company at its sole discretion may require documentation from the Employee to support an Absence. Documentation to support an Absence may include, but is not limited to, a court subpoena, or court



summons in accordance with [Section 2.15](#). Employees who make any material misstatement or misrepresentation or engage in fraudulent conduct in any way connected with an Absence are subject to discipline, up to and including termination.

2.3 Paid Absence

To be eligible for Leave of Absence Pay, the following requirements must be met:

- a) the Absence must meet the requirements for an Approved Absence pursuant to [Section 2.2](#) above,
 - b) the Employee must be an Eligible Employee, and
 - c) the Absence must be one of the types of Absences specified in Section 2.3.1 below and otherwise satisfy all criteria specified in this Policy. When Part-Time Employees are absent, the Absences are Unpaid Absences, except as provided for in [Section 2.8](#) (Jury Duty Leave of Absence).
- **2.3.1 Absences Eligible for Leave of Absence with Pay.** An Eligible Employee may receive Leave of Absence Pay only for Absences due to the following reasons:
 - Absence for Compelling Reasons ([see Section 2.4](#));
 - Bereavement Leave of Absence ([see Section 2.5](#));
 - Weather-Related Leave of Absence ([see Section 2.6](#));
 - Extenuating Circumstances Leave of Absence ([see Section 2.7](#));
 - Jury Duty Leave of Absence ([see Section 2.8](#)); and
 - Administrative Leave of Absence ([see Section 2.9](#)).
 - **2.3.2 Leave of Absence Pay Calculation.** Pay will be calculated on a pro-rata basis for the time absent using the Eligible Employee's annual pre-tax rate of base pay in effect at the time the Approved Absence begins, excluding commissions, bonuses, incentives, overtime pay, and any other fringe benefit, special payments, or extra compensation.
 - **2.3.3 Carryover Restrictions.**
 - Eligible Employees are permitted to carry over up to a maximum of 40 hours of unused Absence for Compelling Reasons leave into the next calendar year. Eligible Employees are allowed to use a maximum of 96 hours of leave per calendar year for absences that qualify as Absences for Compelling Reasons.
 - Eligible Employees are not permitted to carry over available, but unused Absences into the next calendar year for any type of Absence other than his/her unused Absence for Compelling Reasons allotment.
 - **2.3.4 Unused Paid Absences.** Employees who separate from employment, either voluntarily or involuntarily, will not be compensated for unused Paid Absences addressed in this Policy.



2.4 Absence For Compelling Reasons (AFCR)

Eligible Employees are eligible for up to 56 hours of Paid Absence and up to 40 hours of carryover (see [Section 2.3.3](#)) for a maximum of 96 hours of Paid Absence per calendar year for any combination of the compelling reasons described in Section 2.4.1, subject to restrictions specified in Section 2.4.2.

- **2.4.1 Types of AFCR.**
 - An Eligible Employee's own occasional illness or injury that prevents the Employee from reporting to work.
 - Caring for a Close Family Member due to the Close Family Member's illness or injury.
 - Bonding time with a child following the birth, adoption, or foster placement of that child.
 - To further or finalize the adoption or foster placement of a child.
 - Attending a funeral or visitation related to the death of a person other than the Employee's Close Family Member (see [Section 2.5](#) for Bereavement Leave of Absence for Absences related to the death of a Close Family Member) as described below.
 - Eligible Employees are limited to one regularly scheduled workday of leave to attend the funeral of a son-in-law, daughter-in-law, brother-in-law, or sister-in-law. Such leave shall be recorded as Absence for Compelling Reason.
 - For other relatives or friends, Eligible Employees will be limited to up to four work hours of leave to attend the funeral. When an Eligible Employee has a role in the funeral and the funeral is out of town, the Eligible Employee is limited to up to one workday of leave to attend the funeral. All leave under this section shall be recorded as Absence for Compelling Reason.
 - Rare situations, impacting an Eligible Employee or Close Family Member, that are beyond the control of the Eligible Employee, such as an automobile accident, subpoena to appear in a legal proceeding (not including jury duty), or a doctor's appointment that cannot be scheduled during non-work hours.
- **2.4.2 Restrictions on Absences - Employees Working Alternate Hours.** Eligible Employees who work any work schedule other than an eight-hour, Monday-through-Friday schedule are expected to schedule doctor appointments and other personal business during their scheduled days off. If an Employee attempts to use leave available under this Policy to attend appointments during working hours when other arrangements could have been made, the supervisor can decline to approve the Absence.



2.5 Bereavement Leave of Absence

Eligible Employees are eligible for up to three workdays of Paid Absence to attend the funeral and/or to handle the affairs in connection with the death of a Close Family Member. Eligible Employees may take bereavement leave for each eligible event and the time allowed is determined by the relationship to the deceased. This Absence does not count toward the 56 hours of leave available for AFCR. (See [Section 2.4.1](#) for guidance related to funeral absences where the deceased is other than a Close Family Member.)

2.6 Weather-Related Leave of Absence

In cases of extreme weather (e.g., hurricanes, floods, snowstorms, or ice storms), the Company may instruct certain Employees: (a) to leave an Entergy on-site work location and return home, (b) to stay in a safe location and not report to an Entergy on-site work location, or (c) to evacuate the geographical area during scheduled work hours. Those Employees who have been so instructed and who do not have the ability to work remotely from a safe location should record impacted, scheduled work time as Paid Absence - Weather Related.

- **2.6.1** Employees who are already on some other Absence under this Policy or time off from work under some other Entergy System Policy or plan will not be entitled to a declared Weather-Related Leave of Absence.
- **2.6.2** When serious weather conditions occur that may require the Company to authorize a Weather-Related Leave of Absence, Employees who are activated in their storm role are required to report to their assigned work location as scheduled and the Weather-Related Leave of Absence does not apply.
- **2.6.3** When the Incident Command Center has been activated, please refer to the Compensation for Storm and Emergency Related Work guidelines.

2.7 Extenuating Circumstances Leave of Absence

When an Eligible Employee has exhausted all available leave time allowed for AFCR (see [Section 2.4](#)), floating holiday, and vacation, the Employee may be granted up to a maximum of an additional 40 work hours of Paid Absence in a calendar year for highly unusual and extenuating circumstances. Unused Extenuating Circumstance Leave will not be carried over into the following year or paid out upon separation. The Eligible Employee shall advise his/her supervisor about the plan to request an Extenuating Circumstances Leave of Absence. The Employee must complete [a Request for Extenuating Circumstances Leave of Absence Form](#) and submit it to a company officer (officer code 1-4) of the business unit in which the Employee works, who may approve or deny the request in his or her sole discretion.



2.8 Jury Duty Leave of Absence

Eligible Employees selected to serve on a jury in municipal, county, parish, state or federal court under subpoena or court order, may be excused from work, and may be granted Paid Absence for the period of time of jury service covered by the initial subpoena or court order that occurs during the employee's scheduled working hours. Part-Time, Student, and Temporary Employees required to serve jury duty in municipal, county, parish, state, or federal court will be excused from work and granted appropriate payment for the period of required jury duty during the Employee's scheduled working hours in accordance with applicable law. Employees who have been called to jury duty and are released for the day from jury duty two hours or more prior to the end of their regularly scheduled shift must either report to their Approved Work Location or contact their supervisor or his/her designee for instructions regarding the necessity to report to work.

2.9 Administrative Leave of Absence

There are times when the Company may determine that it is appropriate to place an Employee on paid Administrative Leave of Absence during the pendency of an investigation into the Employee's conduct or a medical assessment of the Employee's ability to perform the essential functions of the job.

Application of Administrative Leave of Absence during an investigation shall be done following consultation between and consensus among, the Employee's supervisor, Human Resources Business Partner, and the persons responsible for investigating or assessing (or overseeing the assessment of) the Employee.

2.10 Approved Unpaid Absence

Regular Full-Time Employees. Regular Full-Time Employees may be granted an Unpaid Absence in accordance with the following.

- **2.10.1 Request for Unpaid Absence.** Requests for Unpaid Absence of 80 hours or less must be approved by the Employee's management, at a management level of Director or higher. Requests for Unpaid Absences of more than 80 hours must be approved in writing by the Company officer (ML 1-4) of the business unit in which the Employee works. In no event can a Regular Full-time Employee be granted an Unpaid Absence for more than six months, unless otherwise required by law.
- **2.10.2 Benefits.**
For questions about benefits please contact the Entergy Total Reward Center at www.energytotalsrewards.com, 1-888-259-3463, or refer to your Summary Plan Documents.
- **2.10.3 Employment Restoration following an Unpaid Absence.** Regular Full-Time Employees who request and are granted an Unpaid Absence in excess of 80 consecutive hours are not guaranteed the right to return to their same or equivalent



position, or any other position, upon their return from Absence, unless otherwise provided by law or policy.

- **2.10.4 Holiday Pay.** Full-Time Employees who request and are granted an approved Unpaid Absence will not receive Company Observed Holiday pay for holidays that occur during an Unpaid Absence. A paid holiday that occurs during the Unpaid Absence should be coded as an Unpaid Absence in the time entry system.
- **2.10.5 Paid Vacation, Floating Holidays or Other Paid Leave.** When an Eligible Employee requests and is granted an approved Unpaid Absence, the Eligible Employee must use any available vacation, floating holidays (personal days), AFCR or other paid leave prior to the start of his or her Unpaid Absence (if the requirements for the vacation, floating holiday, or paid leave have been satisfied).

2.11 Approved Unpaid Absence – Part-Time Employees

Part-Time Employees may be granted approval for an Unpaid Absence in accordance with the following for circumstances that are comparable to the following categories of Paid Absences: Absence for Compelling Reasons, Bereavement Leave of Absence, Weather-Related Leave of Absence, Extenuating Circumstances Leave of Absence, and Administrative Leave of Absence.

- **2.11.1** During the first calendar year after which the Part-Time Employee is employed by and works for an Entergy System Company for six consecutive months, up to 35 work hours of Unpaid Absence may be approved. Each calendar year thereafter, up to 70 work hours of Unpaid Absence may be approved.
- **2.11.2** Part-Time Employees are ineligible to receive Leave of Absence Pay for any Absences, unless otherwise required by law.

2.12 Approved Unpaid Absence – Student Employees

To assist with their transition, Student Employees who have been offered a regular Full-Time position may be granted an Unpaid Absence if they accepted the position and requested the Unpaid Absence prior to the completion of their internship or co-op in accordance with the following.

- **2.12.1 Request for Unpaid Absence.** Requests for Unpaid Absence of 80 hours or less must be approved by the Employee's management, at a management level of Director or higher. Requests for Unpaid Absences of more than 80 hours must be approved by a Company officer (ML 1-4) of the business unit in which the Employee works. In no event may Student Employees be granted an Unpaid Absence for more than two months, unless otherwise required by law.
- **2.12.2** Student Employees are ineligible to receive Leave of Absence Pay for any Absences, unless otherwise required by law.



2.13 Concurrent Use of Leave

To the maximum extent permitted by law, leave available under this Policy shall run concurrently with all other legally mandated leave.

2.14 Notification Requirements

- **2.14.1 Initial Notification.** In all events where the Absence is initiated by the Employee, it is generally expected that the Employee will give notice of the Absence no later than the start of the Absence, unless exceptional circumstances exist. When the need for the Absence is foreseeable, the Employee must provide notice to his or her direct supervisor at least thirty (30) days in advance of the anticipated Absence. When it is impracticable to give 30 days' advance notice of a foreseeable Absence, the Employee is required to give notice as soon as practicable, but no later than one business day after the need for Absence becomes known to the Employee. When the approximate timing of the Absence is not foreseeable, or where 30 days' written notice is not practicable, the Employee must provide notice to his or her direct supervisor of the need for the Absence as soon as practicable under the facts and circumstances of the particular case.
 - If the Employee's immediate supervisor is not available or cannot be reached, the Employee must notify the supervisor's official designee or the next highest level of management until a member of management is contacted.
 - Leaving a message or providing notification to a non-member of management who is not the supervisor's official designee does not constitute proper notification.
- **2.14.2 Content of Initial Notification.** The initial notification must clearly explain the reasons for the requested Absence (e.g., employee's illness, family illness, other compelling reason), the expected date of return and a phone number where the employee can be reached.
- **2.14.3 Daily Notification of Absence.** In the case of an AFCR, Extenuating Circumstances Leave of Absence, Jury Duty Leave of Absence or Unpaid Absence, an Employee is required to notify his/her immediate supervisor or his/her designee each day the Employee is absent from work unless other notification arrangements have been approved by the Employee's supervisor or his/her designee. Failure to notify his/her immediate supervisor or his/her designee each day the Employee is absent from work may result in the denial of approval of the Absence under this Policy.
 - If the Employee's immediate supervisor is not available or cannot be reached, the Employee must notify the supervisor's official designee or the next highest level of management until a member of management is contacted.
 - Leaving a message or providing notification to a non-member of management who is not the supervisor's official designee does not constitute proper notification.



2.15 Return-to-Work Documentation

An Employee who is returning to work following an Absence due to a health condition may be required to submit documentation from his/her Health Care Provider certifying his/her ability to return to work only as it relates to the condition that prompted the Absence. If documentation is required, Employees will not be allowed to return to work until the requested documentation is provided. The absence from work will be considered an Unapproved Absence until the documentation is received and approved by management.

2.16 Failure to Return to Work

An Employee who fails to return to work (with the appropriate documentation, if required) upon the scheduled conclusion of a Paid or Unpaid Absence will be in violation of the attendance requirements of this Policy unless such continued Absence has been approved under this Policy or other Entergy System policies.

2.17 Discipline

Employees who fail to comply with the requirements of this Policy or who violate this Policy will be subject to discipline (as provided for in the [Discipline policy](#)), up to and including termination of employment.

2.18 Contact the Entergy Ethics Line

All Employees, agents and contractors of Entergy shall immediately report known, suspected, or potential violations of this policy by following the procedures described in the Reporting Violations Policy. That includes reporting the matter to the online Entergy Ethics Line or by calling **1-888-257-ETHIC (3844)**.



If you are unsure of whether to contact the Ethics Line, use the [Should I call the Ethics Line decision tool](#) to guide you in finding the best company resources to discuss and report issues.

Helpful information

Terms to know

- **Absence** - Any time off from work, whether scheduled or unscheduled, approved, or unapproved. An Employee is considered to have incurred an Absence when he or she does not report to his or her Approved Work Location for all or part of his or her scheduled workday, regardless of reason.
- **Absence for Compelling Reason** – An Absence granted per [Section 2.4](#) of this Policy.
- **Administrative Leave of Absence** – An Entergy-initiated Absence pending an investigation into the Employee's conduct or a medical assessment of the Employee's ability to perform the essential functions of the job, per [Section 2.9](#) of this Policy.



- **Approved Absence** – An Absence that has been approved by appropriate Entergy management pursuant to the provisions of this Policy. An Approved Absence can be a Paid Absence or an Unpaid Absence.
- **Approved Work Location** – An Employee’s Designated Work Location or Telecommuting Location, as applicable.
- **Bereavement Leave of Absence** – An Absence granted per [Section 2.5](#) of this Policy.
- **Close Family Member** - The Employee’s spouse as recognized under federal law, biological/adopted/foster/stepchild, parent/stepparent, sibling/step sibling, grandparent, grandchild, father-in-law, or mother-in-law.
- **Eligible Employee** - An individual who:
 - (a) is an Employee of an Entergy System Company;
 - (b) is regularly scheduled to work an average of at least forty (40) hours per week for an Entergy System Company; and
 - (c) is classified as a Regular (non-temporary) Full-time Employee.
- **Employee** - An individual who is an active payroll employee of an Entergy System Company.
- **Entergy System Company, Entergy, or Company** - Entergy Corporation and all of its regulated and non-regulated subsidiaries and affiliates in which Entergy Corporation has a direct or indirect majority ownership interest.
- **Extenuating Circumstances Leave of Absence** - An Absence granted per [Section 2.7](#) of this Policy.
- **Full-Time Employee** – As defined in the Entergy Employment Categories and Requirements Policy.
- **Health Care Provider** –
 - A Doctor of Medicine or osteopathy who is authorized to practice medicine or surgery by the state in which the doctor practices;
 - Certified Nurse Midwives (“CNMs”) or Certified Midwives (“CMs”) who are authorized to practice under the law of the state in which they practice and who are performing within the scope of their practice as defined under state law;
 - A licensed dentist or oral surgeon authorized to practice and performing within the scope of his or her practice as defined under applicable state law; or
 - A mental health care provider (i.e., psychologist, psychotherapist, psychiatrist, or clinical social worker) licensed to provide mental health services by the state in which he or she practices.
- **Jury Duty Leave of Absence** - An Absence granted per [Section 2.8](#) of this Policy.



- **Leave of Absence Pay** - The amount of pay an Eligible Employee is entitled to receive while absent from work on a Paid Absence under this Policy, calculated pursuant to [Section 2.3.2](#).
- **Paid Absence** - An Absence incurred by an Eligible Employee which the Company determines, in its sole discretion, satisfies the eligibility criteria for Leave of Absence Pay specified in [Section 2.3](#) of this Policy.
- **Policy** - This Attendance and Absenteeism Policy.
- **Part-Time Employee** - As defined in the Entergy Employment Categories and Requirements Policy.
- **Regular Employee (Regular)** – As defined in the Entergy Employment Categories and Requirements Policy.
- **Student Employee (Student)** – As defined in the Entergy Employment Categories and Requirements Policy.
- **Temporary Employee (Temporary)** – As defined in the Entergy Employment Categories and Requirements Policy.
- **Unapproved Absence** - An Absence from work that is not approved by management pursuant to the provisions of this Policy or any other Entergy System policy. Absences may be unapproved for several reasons, including but not limited to:
 - employee failure to follow proper notification procedures;
 - Absence not meeting Approved Absence requirements;
 - employee failure to produce required or requested documentation supporting the Absence; or
 - excessive absenteeism.
- **Unpaid Absence** - An Absence that does not qualify as a Paid Absence.
- **Weather-Related Leave of Absence** – An Absence granted per [Section 2.6](#) of this Policy.

Other useful documents

Entergy system policies and procedures:

- [Break in Service](#)
- [Charitable Contributions and Volunteering](#)
- [Discipline](#)
- [Employment at Will](#)
- [Employment and Benefits Management](#)
- [Employment Categories and Requirements](#)



- [Holidays](#)
- [Leave of Absence - Family and Medical Leave](#)
- [Leave of Absence - Military](#)
- [Leave of Absence – Paid Parental Leave](#)
- [Leave of Absence - Short-Term Disability](#)
- [Reporting Violations](#)
- [Time Entry and Pay](#)
- [Vacation](#)
- [Work Location Flexibility](#)

For other applicable state/municipality policies contact Sedgwick through EntergyTotalRewards.com, mySedgwick.com/entergy, or by phone at 844-601-7474.

Compensation for Storm and Emergency Related Work Guidelines

HR Forms:

- [Request for Extenuating Circumstances Leave of Absence Form](#)

Code of Integrity

Need more information?

If you have questions related to this Policy, please contact the [Self-Service Portal](#) or **844-ETR-Work**.

If you have questions related to your benefits, please contact the Entergy Total Reward Center at www.entergytotalrewards.com or **1-888-259-3463**.

To see the revision details of prior versions of this Policy, view the [System Policy Revision Log](#). For prior versions of the Policy, contact the ethics and compliance department (ethics@entergy.com).

Approvals

Title: Attendance and Absenteeism	Last Revision: 2/3/2025	Rev. 19.2
Subject Matter Expert: Teresa Gray	Responsible Officer: Kathryn Collins, Chief Human Resources Officer	Approved By: Kathryn Collins



This Policy applies to any and all Employees of any Entergy System Company, unless otherwise expressly excluded.

This Policy covers Employees who are represented by a union, except that any conflicting terms of employment in a collective bargaining agreement or other agreement reached with the union(s) shall control. Also, at certain Entergy facilities that were acquired by purchase, agreements have been reached to maintain or establish temporary policies that will be applied to certain Employees at the facility in lieu of this Policy. In such cases, the Employee Support Center should be contacted for guidance and the applicable policy.

Nothing contained in this Policy should be construed to suggest that employees of a particular subsidiary or affiliate of Entergy Corporation are also Employees of Entergy Corporation or any other affiliate or subsidiary of Entergy Corporation. Moreover, this Policy does not create any employment relationship between any person and any Entergy System Company, nor does this Policy confer any contractual right to any person to become or remain an Employee of an Entergy System Company for any definite term or time period.