

Attendance

Policy 403

Effective Date: 6-1-2009

Revision Date: NA

Policy:

It is expected that all employees report to work on time and maintain a good attendance record. Those employees who exceed the attendance allowance will receive counseling which may include termination.

Procedure:

ABSENCES AND TARDINESS

1. Prescheduled times away from work using accrued PTO days are not considered occurrences for the purpose of this policy.
2. An absence occurs when an employee misses more than three (3) hours of work within a normal workday.
3. An absence of multiple days due to the same illness, injury or other incident will be counted as one occurrence for the purpose of this policy.
4. A tardy arrival, early departure or other shift interruption is considered a one-half occurrence until the fourth occurrence at which time, each tardy is counted as an occurrence. *On occasion and with prior approval by the supervisor*, an employee who is tardy may adjust that day's schedule to work an equivalent amount of time within that work week, and a one-half occurrence will not be counted. This should generally be used for prearranged tardies but may be used on occasion for other tardies at the manager's discretion.
5. Arrival and departure times will be determined by the time on the time recording system in each department. An employee is considered late if that employee reports to work more than five minutes after the scheduled starting time; an early departure is one in which the employee leaves before the scheduled end of his or her shift.
6. If an employee is scheduled to work overtime and either fails to report or reports after the scheduled start time, an occurrence will be charged as noted above.

STEP DISCIPLINE

Absences, tardiness and early departures will be counted together, but are assigned different levels of severity. Absences are each considered one occurrence; tardiness/early departures are each one-half an occurrence until the fourth occurrence at which time, each absence and each tardy is counted as an occurrence.

Occurrences are counted in a rolling six-month period. Occurrences expire six months from the date of the incident.

STEP ONE

Four occurrences (absences and tardies combined) in any six-month period is cause for a verbal warning with documentation to the employee's file. The verbal warning, delivered by the employee's direct supervisor, serves to notify the employee that he/she is in violation of this policy and that additional occurrences will result in further disciplinary action

STEP TWO

The next unscheduled absence or tardiness to the above in the same six-month period will trigger a written warning putting the employee on formal notice of violation as mentioned above.

STEP THREE

An additional unscheduled absence or tardiness to the above in the same six-month period is cause for a final written warning. This is considered the final step in the disciplinary process regarding attendance and punctuality.

STEP FOUR (FINAL)

An additional unscheduled absence or tardy to the above steps in the same six-month period is cause for termination of employment.

NO CALL/NO SHOW

Not reporting to work and not calling to report the absence is a no call/no show and is a serious matter. The first instance of a no call/no show will result in a final written warning. The second separate offense may result in termination of employment with no additional disciplinary steps.

Any no call/no show lasting three days is considered job abandonment and will result in immediate termination of employment.

If the employee has already begun the step discipline process for attendance/punctuality when a no call/no show occurs, the disciplinary process may be accelerated to the final step.

Management may consider extenuating circumstances when determining discipline for a no call/no show (for instance, if the employee is in a serious accident and is hospitalized) and has the right to exercise discretion in such cases.

No disciplinary actions will be taken without the direct involvement of the Human Resources Department as counsel to management. All warnings will be delivered by the direct supervisor or manager.

Management reserves the right to use its discretion in applying this policy under special or unique circumstances.

Although occurrences will roll off an employee's record after six months, habitual offenders (those who have established a pattern of absences, such as consistently having four or more

occurrences in any given six-month period or routinely calling off on Mondays and/or Fridays) may trigger step discipline even though six-month old infractions have fallen off, if he/she continues to incur occurrences.

Some positions that have responsibility for patient contact may allow fewer occurrences before the step discipline process is implemented but managers should review this process with human resources before taking disciplinary action.

Management reserves the right to amend or discontinue this policy at any time without notice.

STEP DISCIPLINE - UNSCHEDULED ABSENCES OR TARDIES IN A ROLLING SIX-MONTH PERIOD

4 TH OCCURRENCE TOTAL	Step 1. VERBAL WARNING DOCUMENTED TO FILE
NEXT ABSENCE OR TARDY	Step 2. WRITTEN WARNING TO FILE
NEXT ABSENCE OR TARDY	Step 3. FINAL WRITTEN WARNING TO FILE
NEXT ABSENCE OR TARDY	Step 4. TERMINATION OF EMPLOYMENT

On File

Policy Approved By _____

Date _____