

**KAISER MEDICAL CARE PROGRAM
ORANGE COUNTY AREA
POLICIES AND PROCEDURES**

TITLE:	CLINICAL LABORATORY P&P MANUAL	INDEX NO:	12-130-01
SECTION:	ATTENDANCE AND SCHEDULING	ORIGIN DATE:	3/82
SUBJECT:	TARDINESS	REVIEW DATE	9/94
		REVISION DATE	10/94 1/96 4/98 1/00 10/03 6/12 7/13 1/16

TARDINESS

POLICY

Working in partnership and in the support of the attendance review process, the Orange County integrated leaders have agreed upon a definition of excessive tardiness for KPOC. The laboratory has adopted the guidelines for use in attendance reviews.

DEFINITION

Tardy is defined as any scheduled workday in which an employee fails to report to work on time as scheduled, or does not report to the assigned workstation after clocking in, or fails to return to work on time after breaks or lunch.

GUIDELINES

Guideline for determining excessive tardiness:

- Three or more tardies (occurrence) in a pay period and/or totaling 15 minutes or more.

You cannot work extra to make up time for tardiness. Excessive tardiness will be evaluated during attendance reviews and it may lead to corrective action up to and including termination.

SUBJECT	TARDINESS	INDEX NO:	12-130-01
----------------	-----------	-----------	-----------

Document History Page

Change type: New, Major, Minor etc.	Changes Made to SOP – describe	Signature responsible person/date	Med. Dir. Reviewed/ Date	Lab Manager reviewed/ date	Date change Imp.
Minor	Page 1: deleted second bullet & added “and/or totaling 15 minutes or more.” to first bullet. Changed format of document.	Charles Park			

Imp. =Implemented