

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

TITLE:	CLINICAL LABORATORY P&P MANUAL	INDEX NO:	12-180-01
SECTION:	ATTENDANCE & SCHEDULING	ORIGIN DATE:	1/88
SUBJECT:	ABSENTEEISM CALL-IN POLICY	REVIEW DATE:	
		REVISION DATE:	10/94 1/96 4/05 08/07 1/08 8/08, 5/09,1/16, 2/17

ABSENTEEISM CALL-IN POLICY

REGIONAL POLICY

An employee who is ill or absent from work due to medical or personal reasons must contact his/her Supervisor at the Medical Center As Soon as Possible or a minimum of 2 hours prior to the beginning of your scheduled shift. You must speak to a supervisor.

LOCAL PROCEDURE

For North county locations call 714-279-4285 and for South county locations call 949-932-6110.

- Ask to speak to a Supervisor when calling in for an absence. **Do not leave a message on voicemail.** You must speak to a person.

If...	Then...
No Supervisor on duty	<ul style="list-style-type: none"> • Call the lab and speak to a Lab personnel on duty. Indicate the reason for time keeping coding purposes (Sick, CESLA, FMLA, etc..). • Lab personnel receiving the call must complete the Absences form and give it to the Scheduler to find coverage.
Supervisor is on duty	Be prepared to discuss the duration of your absence so that staffing can be adjusted.

EXCEPTION: For Saturday and Sunday schedule call offs for South county, the employee must speak directly to the supervisor on-call. Call 949-932-6110 and ask for the pager number of the supervisor. The employee must then contact the supervisor and speak directly to them.

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OFF WORK NOTIFICATION

If you are written off work by a physician, you must notify supervision or contact the laboratory and leave a message within two hours after the appointment. **Do not leave a message on voicemail.** You must speak to a person.

- Faxing the notification or using interoffice mail is unacceptable

SUBJECT	ABSENTEEISM CALL-IN POLICY	INDEX NO:	12-180-02
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**TARDINESS
CALL-IN
POLICY**

An employee who may be tardy must call their Supervisor and notify him/her of their **expected reporting time**. This is to be able to assess staffing. It may not excuse the tardy.

If the Supervisor has not heard from the employee within the 30 minute time frame, a telephone call will be initiated by the Supervisor to the employee's home.

If the Supervisor is unable to contact the employee a replacement may be called. (It is the responsibility of the employee to ensure that the Supervisor has the correct phone number.)

When the employee reports to work and has not contacted their Supervisor they may be sent home without pay.

**EMERGENCY
TIME OFF**

An employee who must request emergency time off must be prepared to show proof of emergency. Examples include auto or home repair receipts, police reports, airline ticket (including changes), proof of deceased, etc..

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.
Major	Page 1: Added instructions to page direct supervisor when none is on duty. Page 2: deleted requirements for UHW employees regarding Off Work Notification.	Charles Park			
Major	Update instruction when calling in when no Supervisor is on duty	Judith Remolar			

Imp. =Implemented