

# Beaumont

**Origination:** 1/5/2022  
**Effective:** 2/6/2024  
**Last Approved:** 2/6/2024  
**Last Revised:** 2/6/2024  
**Next Review:** 2/5/2026  
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**Area:** Laboratory  
**Key Words:**  
**Applicability:** Taylor + Trenton + Wayne

## Laboratory Employee Notification of Absence

Document Type: Procedure

### I. PURPOSE AND OBJECTIVE:

The laboratory is responsible for providing adequate staffing levels at all times to provide quality patient care. Staff call-ins have a significant impact on patient care. Therefore, the laboratory is implementing a policy to ensure proper notification and documentation for absences.

### II. PROCEDURE:

- A. When an employee is scheduled to work and needs to report:
  1. A call-off for their scheduled shift, to be made at least two hours before the start of their shift.
  2. A tardy.
  3. The need to leave early (before the end of your scheduled shift).
- B. Staff is to adhere to the following steps for appropriate communication of the absences or occurrence.
  1. Call the main laboratory. Inform the lab staff member who answers the phone of the absence or tardy.
  2. Employees with symptoms of contagious infection should communicate with their leader for appropriate follow up action.
  3. Provide shift and job role so that the area can be adequately covered.
  4. In addition to notifying the lab of the absence, if it is of a personal nature or family emergency a follow up phone call during normal business hours to management is required.
- C. The absence must be documented by the person who receives the call on the Corewell Laboratory Absentee Record that is posted on the bulletin board in the Main Lab.
- D. For all Laboratory staff:
  1. Failure to give such notification may result in disciplinary action per the Attendance Policy.
  2. Leaving messages on voice mail, by email or by text is not acceptable without also following the above procedure.

## Attachments

[Call In Log 1- 24.pdf](#)

## Approval Signatures

| Step Description  | Approver                                  | Date      |
|---|---|-----------|
| Medical Directors   | Muhammad Arshad: Chief, Pathology         | 2/6/2024  |
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## Applicability

Taylor, Trenton, Wayne