

	Time and Attendance Guidelines for CCL CCL-024	Dept: 324318	Critical Care Labs
		Effective Date:	August 1991
		Revised Date:	Feb 2017
		Contact:	Ann Shoffner
Name & Title: Gregory Pomper, MD CLIA Laboratory Director		Date:	2/25/19
Signature: 			

1) General Procedure Statement: Guidelines have been established for the Critical Care Laboratories using the Wake Forest Baptist Medical Center Personnel Management Policy HRM-ATT and applied to the particular needs of the lab in an effort to define good attendance. These guidelines may change as the needs of the lab change.

- a. **Purpose:** To provide staff with guidelines concerning Time and Attendance in the Critical Care Laboratories.
- b. **Principle:** Regular attendance of each employee is essential to continuous, high quality laboratory performance. Employees are required to report promptly and work the hours normally scheduled for their positions. Employees who are absent or tardy impose costly and time consuming rescheduling and increase the workloads of their coworkers. The hospital may authorize or refuse an advanced request for permission to be absent. The employee must contact lab management as far in advance as possible. The hospital may investigate the nature of absences and impose appropriate disciplinary penalties on employees for unacceptable attendance. Lab management will maintain accurate records of attendance and circumstances affecting an employee's attendance will be considered on an individual basis.
- c. **Responsible Department/Party/Parties:**
 - i. Procedure owner: Ann Shoffner
 - ii. Procedure: Critical Care Lab (CCL) Staff
 - iii. Supervision: Ann Shoffner
 - iv. Implementation: Ann Shoffner and Critical Care Lab (CCL) Staff

2) Definitions:

- **Time and Attendance Modification Form:** The *CCL-F053 Time and Attendance Modification Form* will be used to record information needed to maintain time and attendance records and punches when the time clocks are not functioning properly or one's badge is not available.

		CCL-F053 Time and Attendance Modification Form	
NAME	DATE	PUNCHES	ADDITIONAL INFORMATION
		In _____ Out _____	
		In _____ Out _____	

- **Unscheduled Time Off (illness or otherwise):** Once an employee anticipates the likelihood that they will be unexpectedly absent, they should contact lab management or their designee and speak to him/her voice to voice. A voicemail or email message alone does not suffice. An unscheduled absence is defined as an absence that is not planned in advance and does not provide the manager with the opportunity to approve or disapprove (example: illness, emergency situation, etc).

- **Occurrence:** One unscheduled absence or three (3) tardies. An unscheduled absence of 1 day or more duration counts as 1 occurrence.
- **Scheduled Time Off:** A full or partial absence from a scheduled shift that is authorized by the supervisor in advance.
- **Benefit Time Off (BTO):** Time off for vacation, holidays and illness.
- **On Time:** Employees should arrive within the timeframe scheduled for each shift.
OR Lab: 05:57 – 06:02
ICU Lab: 1st shift: 06:39 – 06:44
2nd shift: 14:39 - 14:44 variable
3rd shift: 22:39 – 22:44 variable

3) Rules of Time and Attendance and Reporting:

a. Forgotten/Lost Badge: An employee arriving without a time card should log *in* and *out* times on the *CCL-F053 Time and Attendance Modification Form*. Obtain a new card from Human Resources if a lost card is not found by the second weekday scheduled to work. Notify the manager ASAP if you have lost your card and are getting it replaced.

Failure to punch disciplinary action: Excessive failure to use one's punch card to record time present at work can result in disciplinary action. Failing to use one's card ≥ 4 times within a 3 month period will result in an "Improvement Required" warning. Continued failure to use one's card can result in an "Improvement Required" on the next job performance evaluation and further disciplinary action including suspension as outlined in the WFBH HR Manual.

b. Punching in late: An employee is considered late if they punch in later than the *On Time* parameters defined above. One should not punch in late to get rid of tenths without prior approval from lab management. If one foresees they will be extremely late (>3 tenths) notify the laboratory and lab management ASAP to allow for schedule adjustments to be made. Note the event and explanation on the Time and Attendance Modification Form.

c. Punching in early: One may punch in early if they arrive early and excessive workload exists. This should be a rare event. The employee punching in should remove any extra tenths by the end of the pay week. Fractional OT should be avoided.

d. Punching out Late: If an employee punches out late, they should remove extra tenths by the end of the pay week. Fractional OT should be avoided. Note the event and explanation on the Time and Attendance Modification Form.

e. Requests for BTO: BTO requests should be made to lab management via email. All BTO requests must be granted by lab management prior to taking the requested BTO. BTO requests are granted on a first come first serve basis. Every effort will be made to accommodate BTO requests as the work schedule allows. Employees are responsible for assuring that sufficient BTO time is saved to exchange for BTO time requested at the time it is to be taken. Employees are allowed up to 4 hrs of unpaid time per pay period. Scheduled Unpaid time off (> 4hrs per pay period) must be approved in advance. Failure to assure sufficient BTO in one's BTO bank can result in forfeiture of the time requested. Employees that may not have sufficient BTO to cover their requests for time off should discuss this situation with the lab manager before the time requested occurs.

f. Holidays: There is not a special schedule for Holidays.

g. The Electronic Work Schedule: CCL's work schedule is maintained on an Excel spreadsheet located under G:\Lab_Shared\ICU_ORLab\SCHEDULES\ICU and OR schedule 2010.xlsx. Employees should not modify the electronic schedule unless granted permission to do so by lab management.

- h. Unscheduled Absence:** If one foresees they will be absent for their shift, they should notify lab management directly (voice to voice) as soon as possible to allow for schedule adjustments to be made.
- i. Excessive Tardy/Absence disciplinary action:** For information regarding attendance disciplinary action, see Section F of the WFBH Human Resources Attendance Policy (HRM-ATT).
- j. Logging time spent performing POCT tasks:** Time spent performing tasks for POCT such as pH/Nitrazine paper QC, POCT iSTAT related activities, etc. should be logged on form CCL-F054 *Time Spent doing Point-of-Care Testing Tracking Form*.

4) Related Procedures:

- HRM-ATT revised 9/2006
- Wake Forest Baptist Medical Center Benefit Time Off Policy

5) Attachments:

6) Related forms:

- *CCL-F053 Time and Attendance Modification Form* posted on the bulletin board in the ICU BGAS Lab
- *ICU and OR Lab Schedule* found electronically under G:\Lab_Shared\ICU_ORLab\SCHEDULES\ICU and OR schedule 2010.xlsx
- *CCL-F054 Time Spent doing Point-of-Care Testing Tracking Form* posted on the bulletin board in the ICU BGAS Lab and in the *Hemolysis, Pending Logs and Shift Logs* Notebook in the OR BGAS Lab.

7) References:

8) Review/Revision/Implementation:

- Review Cycle: All procedures must be reviewed at least every 2 years.
- Office of Record: Department of Pathology, Critical Care Laboratory

9) Previous Revision Date(s): 8/92, 11/95, 4/97, 10/97, 5/98, 6/01, 12/01, 6/14, 6/15

10) Revised/Reviewed Dates and Signatures:

Reviewed/Revision Date: _____ Signature: _____

Reviewed/Revision Date: _____ Signature: _____

Reviewed/Revision Date: _____ Signature: _____