

Title: Time and Attendance Guidelines Procedure (NCBH)		Document Number: 50509
Document Type: <input type="checkbox"/> Policy <input checked="" type="checkbox"/> Procedure <input type="checkbox"/> Guideline <input type="checkbox"/> Other		Last Review/Revision Date: 09/13/2023
Content Applies to Patient Care: (Select all that apply)	Content Applies to: (Select One)	Effective Date: 09/13/2023
<input checked="" type="checkbox"/> Adults <input type="checkbox"/> Pediatrics (Under 18)	<input checked="" type="checkbox"/> Clinical <input type="checkbox"/> Administrative	
Scope: <input type="checkbox"/> Enterprise <input type="checkbox"/> MW Region <input type="checkbox"/> SE Region <input type="checkbox"/> WI <input type="checkbox"/> IL <input type="checkbox"/> Greater Charlotte Market <input type="checkbox"/> Navicent Market <input type="checkbox"/> Wake Market <input type="checkbox"/> Floyd Market <input checked="" type="checkbox"/> Entity Only (Entity Name): NCBH <input checked="" type="checkbox"/> Department Only (Department Name): Critical Care		

I. PURPOSE

The purpose of this procedure is to provide staff with guidelines concerning Time and Attendance in the Critical Care Laboratories. These guidelines may change as the needs of the lab change.

II. SCOPE

This procedure applies to Critical Care Laboratory Staff for NCBH.

III. DEFINITIONS/ABBREVIATIONS

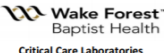
- a. Procedure: A process or method for accomplishing a specific task or objective.
- b. WFBH Lab System: Wake Forest Baptist Lab System is a health system that includes Wake Forest Baptist Medical Center and all affiliated organizations including Wake Forest University Health Sciences (WFUHS), North Carolina Baptist Hospital (NCBH), Lexington Medical Center (LMC), Davie Medical Center (DMC), Wilkes Medical Center (WMC), High Point Medical Center (HPMC) and Lab at Clemmons.
- c. Occurrence: One unscheduled absence or three (3) tardies. An unscheduled absence of 1 day or more duration counts as 1 occurrence.
- d. Scheduled Time Off: A full or partial absence from a scheduled shift that is authorized by the supervisor in advance.
- e. Paid or Benefit Time Off (PTO or BTO) Time off for vacation, holidays and illness.
- f. On Time: Employees should arrive within the timeframe scheduled for each shift.
OR Lab: 06:00 am
ICU Lab: 1st shift: 07:00 am
2nd shift: 12:00 ish
3rd shift: 21:00 ish

IV. PROCEDURE

Time and Attendance Guidelines Procedure (NCBH)

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. Refer to our Human Resources Time Away Policies for additional information.

Time and Attendance Modification Form: The *CCL-FORM-0021 Time and Attendance Modification Form* is 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. 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. Excessive failure to use one's punch card to record time present at work can result in disciplinary action.

 Critical Care Laboratories		CCL-FORM-0021 Time and Attendance Modification Form	
NAME	DATE	PUNCHES In: _____ Out: _____	ADDITIONAL INFORMATION

Punching in late: An employee is considered late if they punch in later than the *On Time* parameters defined above. 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.

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.

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

PTO/BTO Accrual: BTO hours accrue based on benefit-eligible service and hours paid each pay period up to a maximum of 80 hours for biweekly paid employees and fluctuates for monthly paid employees based on the number of work days per month. Please refer to the BTO intranet page for potential monthly accrual amounts.

Time and Attendance Guidelines Procedure (NCBH)

Benefit-Eligible Years of Service	Accrual Factor	Potential Annual Accrual*
0 to 5 years	0.096125	25 days, or 200 hours
5 - 10 years	0.115375	30 days, or 240 hours
More than 10 years	0.134625	35 days, or 280 hours

* Potential Annual Accruals are based on the assumption that the employee will be working 40 hours per week. If the employee works less than 40 hours per week, the accrual will be reduced.

Holidays: There is not a special schedule for Holidays.

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.

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).

V. CROSS REFERENCES

1. Human Resources Time Away Policies including the Benefit Time Off Policy and Attendance Policy

VI. RESOURCES AND REFERENCES

Not Applicable

VII. ATTACHMENTS

Not Applicable