

Beaumont

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Applicability Troy

Laboratory Tardiness/Illness Notification -Troy

Document Type: Procedure

I. PURPOSE AND OBJECTIVE:

In the event that unforeseen events occur, employees are responsible for notifying their manager if they need to take unscheduled time. Laboratory guidelines have been established to provide a uniform mechanism for employees to notify the department of their absence or tardiness so that coverage arrangements may be made. See also, [Attendance Policy](#). These guidelines address the following options:

- A. Illness/Absence
- B. Tardiness

II. PROCEDURE:

A. Illness/Absence

1. Employees are required to call the laboratory (1-248-964-8615) to notify the laboratory of their intention at least one hour before their scheduled start time.
2. If the call-in comes in advance, the Manager or designate may make arrangements to cover the call-in.
3. The person taking the call will log the following information in the Absence and Tardiness Log, which is located in the Specimen Reception area:
 - a. Date
 - b. Time of call
 - c. Employee name
 - d. Department and shift

- e. Name of individual who took the call
 - f. Name of the person (Manager, Designate or Lead) who was notified of the call
4. The employee (or Manager/designee in the employee's absence) must make an entry in the sections time exception sheet for that day. The Manager or designate must sign their approval of this event.
 5. If a Phlebotomist or Lab Assistant calls in on a weekend or holiday, they will be assigned to make up the holiday or weekend at the Manager's discretion.
 6. If the Phlebotomist or Lab Assistant calls in on a makeup weekend or holiday, they will be assigned to make up the days at the Manager's discretion. This will also result in an unscheduled absence.

B. Tardiness

1. If an employee knows that they will be tardy, they must call the lab and have their Manager/Supervisor notified of their expected time of arrival.
2. Employees who are tardy, but unable to call must notify their manager immediately upon arrival to the lab.
3. If an employee forgets his or her badge or fails to punch in, this will result in an instance of tardiness.
4. The employee (or Manager/designee) must make an entry in the sections time exception sheet for that day. The Manager or designate must sign their approval of this event.

C. Attendance Review

1. The Laboratory secretary tracks absences and tardiness. The timecards of employees that have a pattern, or history of attendance problems or occurrences, will be given to the Operations Director of the Laboratory for review. If a problem is determined, the Manager is alerted and the employee may receive a Documented Attendance Record Review. If the problem persists, the employee may be moved into an Attendance Record Review with a pretermination warning.

Approval Signatures

Step Description	Approver	Date
Lab Director	Elzbieta Wysteppek: Dir, Lab Operations B	4/26/2023
Policy and Forms Steering Committee (if needed)	Ilene Hirsch: Project Mgr Policy	4/20/2023

Policy and Forms Steering
Committee (if needed)

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