

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)

Tracie Rusicka: Lab Quality
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