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Applicability: *All Beaumont Hospitals*

## Corewell Health East Laboratory Policy Addendum to Systemwide Policy – Attendance and Reliability

### I. PURPOSE:

This document identifies a specific Corewell Health East (CHE) Laboratory policy that further defines the Systemwide Policy – Attendance and Reliability on the number of tardies and early outs.

### II. POLICY STATEMENT:

It is the policy of CHE Laboratory to follow the written policies of Corewell Health. It is noted that further clarification and/or definition is, on occasion, needed for specific policies. Such a clarification is cited in this document.

### III. DEFINITIONS:

#### Systemwide Policy – Attendance and Reliability definitions:

- A. **Tardy:** reporting to your shift up to six minutes after your scheduled shift start time.
- B. **Early out:** departing from your shift up to six minutes before your scheduled shift end time.

### IV. PROCEDURE:

#### CHE Laboratory Clarification, January 1, 2024

Even though no occurrences will be issued for arrival between the scheduled shift start time and less than (<) six minutes after the scheduled shift start time (tardies), as well as leaving less than (<) six minutes before the scheduled shift end time (early out), a performance correction will be issued based on the patterns of tardies, or early outs defined as follows:

- A. Ten tardies or early outs for the full time employed team members in a rolling three-month period.
- B. Six tardies or early outs for the part time and casual employed team members in a rolling three-month period.

## V. Associated Policies:

[Attendance and Reliability Policy](#)

[Professional Expectations Policy](#)

### Attachments

No Attachments

### Approval Signatures

Step Description	Approver	Date
CLIA Site Licensed Medical Directors	Ann Marie Blenc: System Med Dir, Hematopath	2/15/2024
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CLIA Site Licensed Medical Directors	Kurt Bernacki: System Med Dir, Surgical Path	1/23/2024
CLIA Site Licensed Medical Directors	Ryan Johnson: OUWB Clinical Faculty	1/23/2024
CLIA Site Licensed Medical Directors	John Pui: Chief, Pathology	1/23/2024
Policy and Forms Steering Committee Approval (if needed)	Elzbieta Wysteppek: Dir, Lab Operations B	1/23/2024
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Operations Directors	Brittnie Berger: Dir, Lab Operations C	1/2/2024
Operations Directors	Joan Wehby: Dir, Lab Operations C	1/2/2024
Operations Directors	Amy Knaus: Dir, Lab Operations C	12/22/2023
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Operations Directors	Elzbieta Wysteppek: Dir, Lab Operations B	12/20/2023
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### Applicability

Dearborn, Farmington Hills, Grosse Pointe, Royal Oak, Taylor, Trenton, Troy, Wayne