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Laboratory Administration Time Off Policy	Origination: 04/2004 Version: 3.4

Policy Statement	It is the policy of Saint Agnes Hospital to grant paid time off (PTO) to associates in the amounts accorded by job positions held. PTO includes vacation, personal time and sick days. Holiday time is allotted separately from PTO.
Purpose	Associates are granted paid time off for their personal use within the guidelines established by this policy.
Scope	This policy applies to all Laboratory associates. The policy is concurrent with the policy Paid Time Off – Hospital Policy HR 43.
Responsibility	<p>The associate is accountable for monitoring and use of their PTO “bank”.</p> <p>Approval of PTO is based on PTO availability of the associate and staffing levels required to meet patient care needs. Managers and Supervisors are accountable for maintaining appropriate staffing on shift to provide patient services.</p> <p>The Managers, Supervisors, Leads of each Laboratory section or a designated scheduling coordinator are responsible for the application of the instructions included in this policy as well as related information listed in the Human Resources policies available on the Saint.</p> <p>All associates of the Laboratory are to be held to the same standard of compliance with these policies. The administrative Laboratory Director must review any disciplinary action related to attendance or punctuality resulting in a written counseling and the original copy must be filed in Human resources.</p>
Requests for Paid Time Off (PTO)	Each request for PTO or Holiday requires a written request (hardcopy or electronic). The designated scheduling supervisor granting approval determines the format of the written requests for associates in their area of responsibility. The designated scheduling coordinator must respond to the request in a written format within ten business days of the request.

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	<p>Exception to this time frame may be required when the designated scheduling supervisor is off site. A written explanation is required if the request is denied. This document (or copy) is to be retained in the associate's file.</p> <p>Time off will not be granted if the associate is projected to have insufficient PTO "banked" for requested vacation and personal days. The associate is responsible for monitoring their PTO accumulation for their projected need.</p> <p>Time off without pay is not an option when PTO is available. Time off without pay must be approved by the administrative Laboratory Director.</p> <p>PTO may not be granted when the absence of the associate creates a less than minimum staffing situation that cannot be resolved. Each section may define the minimum time frame required between date of request and date of requested time off (e.g. 2 days advance notice).</p> <p>The administrative Laboratory Director may place in effect an immediate denial of PTO requests with limited time frame between request and day off in certain circumstances. These circumstances are typically a potential adverse weather event.</p> <p>Time off requested for planned absences that exceed 10 working days may require that the requesting associate find coverage for shifts.</p> <p>The use of overtime must be limited and approved by the scheduling supervisor or Manager.</p> <p>Associates are not granted PTO during holiday weeks in sequential years unless no other associate requests time or the staffing can permit multiple associates to be absent at the same time.</p> <p>In the event that two associates request the same time off, the designated scheduling coordinator will make a determination based on date of request and minimum staffing levels.</p> <p>Staffing levels are determined by the coordinator's</p>
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	<p>assessment of levels required to maintain safe and effective patient services. Minimum levels may vary as determined by the scheduling supervisor or the charge technologist on the shift. Variables include the skill mix of the staff present and unusual circumstances such as instrument or computer malfunction.</p> <p>Managers and scheduling supervisors are advised to provide a sectional attendance and scheduling policy to associates. Application of the policy must be consistent within the Laboratory among direct reports of the Manager, Supervisor and Leads. Sectional policies are required to be compatible with this policy and applicable Hospital policies.</p> <p>The use of compensatory time off for exempt (salaried) associates for a full day absence requires approval of the administrative Laboratory Director and will be confined to workshop attendance or other job related duty occurring on a weekend or holiday.</p> <p>The administrative Laboratory Director must approve any request for deviation from this policy as delineated above.</p>	
Laboratory Management Group	<p>Posting on specified electronic calendar of time off premises is required to monitor the schedule and availability of the leadership group and determine appropriate blackout dates for inspections. The leadership group of the Laboratory must provide coverage of the knowledge base required for a possible unannounced inspection during the three months prior to October 13th of an inspection year.</p> <p>One of the individuals paired in the following grids must be available on site at all times during this period, unless it is a scheduled black out date. Exceptions for required presence may be made on an individual basis, but arrival on site must be possible within one hour.</p>	
	Knowledge Base Pairs	
	Laboratory Director	Lab Manager, Outreach
	Lab Manager, Outreach	Outreach Coordinator

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	Lab Safety Officer	Lab Manager, Anatomic Pathology
	Laboratory Manager, Anatomic Pathology	Histology Lead
	Laboratory Manager, Anatomic Pathology	Cytology Lead
	Blood Bank Lead	Blood Bank MT II
	Core Lab Lead - Chemistry	Core Lab MT II - Chemistry
	Core Lab Lead - Hematology	Core Lab MT II - Hematology
	Core Lab Lead - Special Testing	Core Lab Evening Lead – Rapids Bench
	POCT Lead	Core Lab Lead - Chemistry
	Microbiology Lead	Microbiology MT II
	Support Services Supervisor	Lead Phlebotomist or Trainer
	LIS Coordinator	AHIS Lab Analyst
	Quality Coordinator	Quality Coordinator - Blood Bank
	Pathology Office Supervisor	Lab Administrative Assistant
Related Documents	Sectional Scheduling Policies including Call Back Hospital Policy HR 43 – Paid Time Off (PTO) SYS HR 04 – Code of Conduct SYS HR 11 – Family and Medical Leave of Absence SYS HR 18 – Probationary Period SYS HR 38 – Attendance Policy	

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	<p>SYS HR 39 – Punctuality Policy</p> <p>SYS HR 42 – Progressive Corrective Actions</p> <p>SYS HR 14 – Military Duty</p> <p>LADM 3003 J Instructions: Electronic Calendar for Posting Management Group Members' Absence</p>
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