



<b>Systemwide Policy:</b> Attendance - SCL Health	
<b>Department(s) Initiating:</b> Human Resources	
<b>Application:</b> This policy applies to SCL Health and all its Controlled Corporations, as that term is defined in the SCL Health Bylaws, and to any entity owned in part by SCL Health or an affiliate and/or managed by SCL Health or an affiliate, if that entity’s governing body has adopted the policy [as its own].	
<b>Document Owner:</b> Susan Schaub (Dir Sys Human Resources System Svcs)	
<b>Effective Date:</b> 08/08/2017	<b>Next Review Date:</b> 08/06/2023
<b>Committee/Executive Approver(s):</b> Executive Integrity and Compliance Committee (EICC), Rosland McLeod (SVP Chief Legal Officer), Tamara Saunaitis (SVP Chief Human Resources Officer)	<b>Approval Date:</b> 08/08/2017

**Purpose:**

To communicate the standards of attendance for all associates. Good attendance is the responsibility of every associate and is essential to ensure SCL Health associates deliver superior care to patients, and timely and quality service to our internal and external customers.

**Scope:**

This policy applies to all associates.

**Definitions:**

**Corrective Actions** — disciplinary action steps that may be taken by SCL Health leadership as defined throughout this policy.

**Patterns of Behavior** — frequent or reoccurring absences, Tardiness or missed punches, weekly trends (absent Mondays and/or Fridays) or seasonal trends, consecutive days missed, etc. Based on these trends/patterns, associates may receive Corrective Actions up to and including termination.

**Tardiness** — late arrival to work and/or from breaks and lunches.

**Unscheduled Absence** — an absence that has not been pre-scheduled and approved by department leadership.

**Policy:**

1. Each associate is expected to be at work, on time, as scheduled and prepared to perform the duties of his or her position.
  - a. Each associate is expected to be prepared to begin work in his or her designated area at the start of his or her scheduled shift. Excessive Tardiness or absenteeism is disruptive to the work environment and is subject to Corrective Actions up to and including termination of employment.
  - b. An associate leaving work without authorization and communication, to his or her department leadership for any period of time, will be considered as having abandoned his or her job. This will be considered a voluntary resignation.
  - c. Any department specific allowances to this policy must be in writing, vetted through the site specific Human Resources department, and a copy should be signed and placed into the associate’s employment file. If no department specific allowances exist, the department will default to this policy.

2. Occurrences:

- a. Failure to report to work without communicating with department leadership (No Call/No Show) will incur two occurrences. If this occurs on two consecutive scheduled shifts, it will be treated as a voluntary resignation.
- b. Any Unscheduled Absence, complete or partial shift of missed work with appropriate call in, which has not been previously approved by the department leadership will incur one occurrence.
  - i. Consecutive shifts of Unscheduled Absences for the same cause will be considered one occurrence.
- c. Associates who report to work two or more hours late will incur one occurrence.
- d. Unscheduled Tardiness or early departures from work, each incur one third of an occurrence.
  - i. Each associate is expected to be at his or her workstations and ready to work at his or her scheduled start time.
  - ii. Each associate is expected to return on time from breaks and lunches in accordance with departmental guidelines and to remain at work through the conclusion of his or her assigned shift.
- e. If an associate volunteers to work a shift(s) which is not normally part of his or her schedule and subsequently does not work the shift, the absence will be considered an occurrence. Similarly, an associate's late arrival to work for an extra shift committed to, will be considered a tardy.
- f. If an associate does not work his or her scheduled shift on a hard to fill shift, he or she will incur two occurrences.
  - i. A hard to fill shift is typically a National or Local day of recognition and celebration. Examples are: Superbowl Sunday, Easter, Mother's Day, Father's Day and the day following Thanksgiving.
- g. If an associate does not work his or her scheduled shift during a holiday, he or she will incur two occurrences.
  - i. The six major holidays recognized by SCL Health are: New Year's Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day and Christmas Day.
- h. An Associate who does not work his or her scheduled shift the day before or the day after a holiday (as defined above), will incur two occurrences.

3. Leadership and Associate Responsibilities:

- a. Time off requests must be approved by department leadership in order to be considered scheduled time off.
- b. An associate is expected to contact his or her department leadership (in accordance with departmental guidelines) to communicate his or her intention to not work an assigned shift.
  - i. Communication to anyone else but those identified as leadership within the department will not count as department leadership communication.
- c. All overtime must be approved in advance by department leadership. This includes incremental overtime.

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- d. Associates are to utilize the department’s designated time clock/badge reader/computer to clock in and out of work.
- e. Occurrences of absenteeism and Tardiness will be tracked by department leadership on a rolling six-month period measured backwards from the date the associate has an occurrence of Unscheduled Absence or Tardiness.
  - i. Corrective Actions including verbal warning, written warning, final warning and termination may be initiated according to the associate’s status, number of occurrences and/or Patterns of Behavior.

Status	Verbal	Written	Final Written	Termination
Full-time, Part-time, Per-Diem, PRN	4 occurrences	5 occurrences	6 occurrences	7 occurrences

- f. Department leadership is expected to be consistent in how Corrective Actions are enforced. The policy will be interpreted and exceptions to the policy can be made by the department leadership who, when appropriate, will consult with Human Resources.
- g. Absences related to the Family Medical Leave Act (FMLA), Americans with Disabilities Act (ADA), Worker’s Compensation, Jury Duty and Bereavement Leave will be addressed in the corresponding policies or practices.

**References:**

- None

**Other Related Policies:**

- [Bereavement Leave - SCL Health](#)
- [Family Medical Leave - SCL Health](#)
- [Medical Leave of Absence Compensation - SCL Health](#)
- [Other State, Federal and Company-Discretionary Leave of Absence - SCL Health](#)
- [Jury Duty, Legal Proceedings and Voting - SCL Health](#)

**Supporting Documents:**

- None

**Monitoring:**

Department Director is responsible for auditing and ensuring compliance with policy.

**Revision History:**

Original Creation Date: 07/14/2017

Date(s) Revised: 08/08/2017