

**SUBJECT: Time and Attendance Policy**

Absent conflicting language as contained in a governing legal document or summary plan description this policy applies to personnel employed in the laboratory at UPMC sites in the Central Pennsylvania Region.

**I. PURPOSE**

To provide guidelines that define time and attendance expectations regarding absenteeism, tardiness, scheduled and unscheduled time off and holiday time.

**II. RESPONSIBILITY**

This policy applies to all Central PA Clinical Laboratory personnel. Each staff member is expected to perform his or her job effectively, demonstrate acceptable behaviors, maintain steady attendance, adhere to department, business unit and UPMC policies, respond positively to direction and consider the best interests of patients, visitors, physicians, and fellow staff members.

**III. CORRECTIVE ACTION**

Corrective Action is defined in UPMC policy HS-HR0704 Corrective Action and Discharge.

**IV. SCHEDULES**

- A. Each employee has a set scheduled shift time as defined in Kronos.
- B. Employees are expected to work their complete shift.
- C. Shift hours are defined at the department level in order to meet the needs of the department.
- D. Temporary changes to scheduled shift times may be approved following a discussion with the Manager/Supervisor. Permanent schedule changes must be approved by the Supervisor and Manager and are reflected in a permanent change in Kronos.

## **V. RECORDING OF TIME**

Time and Attendance is maintained in UPMC's Time and Attendance system (Kronos).

- A. Non-Exempt biweekly employees are required to record and in and out time daily by using the established time keeping procedure for their work site. This may include badge swiping at a time clock, Web time stamp, Web electronic time sheet or telephone.
- B. Non-Exempt employees are prohibited from beginning work prior to their scheduled start time or working beyond their scheduled end time without their supervisor or department manager's approval.
- C. Non-Exempt staff may not clock in prior to 5 minutes before their scheduled start time.
- D. Non-Exempt employees are prohibited from working off the clock and must report all hours worked.
- E. All in and out punches must be made at the Kronos time clock closest to the department.
- F. All employees must routinely examine their timecard for missing punches. If missing punches are observed, the employee must notify the Manager or Supervisor in writing as soon as possible. The time of the missed punched should be included. If an outpunch is missing, the employee must include whether a 20-minute meal break was taken. Excessive missed punches may subject the employee to corrective action.
- G. Employees are prohibited from swiping another employee in or out time or permitting someone else to record their time other than their timekeeper.

## **VI. TARDINESS**

- A. Non-exempt biweekly employees shall not be docked for the first five minutes that they are late for pay purposes and shall not be paid for the first five minutes of overtime. However, any amount of tardiness after an employee's scheduled start time may be considered for corrective action.
- B. Tardiness will not be offset by using PTO or alternating work schedules (such as staying beyond the scheduled end time).
- C. Previously approved late arrivals may use PTO to account for time.
- D. Tardiness is subject to corrective action as defined in UPMC policy HS-HR0704
- E. An employee is expected to call their supervisor/manager if they expect to be >15 minutes late for their shift.

- F. Circumstances determined to be beyond the control of the employee may be excluded from corrective action.

**VII. LEAVING BEFORE THE END OF A SCHEDULED SHIFT**

- A. Leaving early from a scheduled shift is acceptable only in limited circumstances and only with the prior approval of the Supervisor or Manager. In these cases, the time will be offset with PTO.
- B. In emergency situations the employee must notify the Supervisor or Manager before leaving.
- C. If an employee punches out before the end of their scheduled shift time without prior approval, the time will not be offset using PTO. "Time without pay, unapproved" will be added to the timecard for the remainder of the scheduled shift.
- D. Excessive unapproved early out punches are subject to corrective action according to UPMC policy HS-HR0704
- E. Deliberate flex time is not permitted. For example, an employee cannot use overtime from one day to cover the hours for leaving early on another. Under certain circumstances flex time may be pre-approved after a conversation with the supervisor or manager.

**VIII. UNSCHEDULED TIME OFF**

- A. Any employee who is unable to report for their scheduled shift must follow the outlined call off procedure at least 2 hours prior to the start of their scheduled shift unless an emergency arises.
- B. The employee must first call the main laboratory to inform the staff of the call off. The employee must also notify the Supervisor or Manager.
- C. Eligible employees seeking to utilize Protected Paid Sick time as outlined in UPMC Policy HS-HR0759 must comply with the provisions of that policy to be compensated for the unscheduled time off.
- D. Excessive unscheduled time off is subject to corrective action according to UPMC policy HS-HS0704 in accordance with UPMC policy HS-HR0759 (Protected Paid Sick Days).
- E. For absences not covered by the Protected Sick Day Policy, unscheduled time off will be coded as UTO if the employee has PTO available in their PTO bank. If no PTO is available the time is considered time without pay, unapproved. The following exception applies:

1. An employee who calls off the day before or immediately following a holiday is ineligible for holiday pay and will not have PTO added to their PTO bank for the holiday per the UPMC Compensation Manual.
- F. Excessive unscheduled time off is subject to corrective action according to UPMC policy HS-HR0704. If an employee is not eligible for protection under the Protected Paid Sick Days Policy or if an employee has exhausted their annual Protected Paid sick hours corrective action will be initiated.
- G. Any employee whose illness lasts greater than three days should obtain a physician note and contact Work Partners. Consecutive call offs will count as one occurrence.

**IX. NO CALL NO SHOW**

- A. If an employee does not report for work as scheduled and no phone call is made to the laboratory, a manager or supervisor will attempt to reach the employee.
- B. Progressive corrective action may be taken for subsequent instances of no call/no show.
- C. Any staff member who is absent for three consecutive scheduled workdays without notifying the supervisor/manager is considered to have abandoned their job and will be terminated.

**X. SCHEDULED TIME OFF AND PTO REQUESTS**

- A. All PTO requests must be made at least 60 days in advance but no more than 6 months in advance. Exceptions can be made for special events (i.e., Wedding, vacation reservations) after discussion with management.
- B. If a timely request has not been submitted and approved and the employee does not report to work as scheduled, time missed will be considered a call off and addressed in accordance with the Corrective Action and Discharge policy HS-HR0704.
- C. All requests for PTO must be given to the supervisor/manager in writing.
- D. The supervisor/manager will respond to all PTO requests within 10 days of receipt.
- E. It is recommended that travel plans and accommodations not be made until PTO requests are approved.
- F. Before making a request, the employee should review the laboratory schedule since some days may be closed to PTO requests.
- G. Weekends and holidays are exempt from PTO requests. Switches between coworkers may be made.

- H. Requests for full weeks of vacation during the weeks of Thanksgiving, Christmas and New Years are strongly discouraged so that all staff members – especially those working the holiday – have the opportunity for time off during the holiday season.
- I. Vacation time between June 1 and August 31 is limited to 2 calendar weeks. Concurrent week requests are discouraged.
- J. The Supervisor may deny PTO requests if staffing does not allow for additional employees to be off.
- K. If multiple requests are received for the same time off and a resolution cannot be reached by staff members, seniority will be the deciding factor.
- L. Calling off for a shift after a PTO request for that day is denied is a violation of the time and attendance policy and is subject to corrective action.
- M. Calling off for a shift immediately before or immediately following a scheduled PTO day may be subject to corrective action.
- N. Every employee is responsible for monitoring their own PTO balance. Approved PTO requests are contingent upon the employee having enough PTO in their bank to cover the time off.
- O. PTO balances cannot be negative.

## **XI. BREAKS / LUNCH**

- A. Every employee is entitled to and expected to take a minimum 20 minute and maximum 30-minute uninterrupted meal break during their scheduled shift. If meal breaks continually exceed 30 minutes corrective action will be considered.
- B. If a meal break is not taken, the employee must record this upon punching out from the shift. If an individual feels they cannot regularly take breaks there should be a discussion with the Supervisor or Manager.
- C. Skipping meal breaks to leave work early is not permitted unless prior approval is obtained from the Supervisor or Manager

## **XII. EXTRA SHIFTS / OVERTIME**

- A. If an employee volunteers for an extra shift and then later is no longer able to work, it is that employee's responsibility to find a replacement.
- B. The need for overtime will be assessed based on staffing needs.
- C. When an employee works an extra shift, the employee may be given an opportunity to schedule a different day off if the schedule allows.

- D. If an employee who has previously approved PTO works overtime or extra shifts in the same week, the employee will be given the choice to either reduce the amount of PTO used for that week by an amount equal to the extra time worked or be paid overtime for the hours. If the total amount of overtime for the week is <1 hour, the time will automatically be deducted from scheduled PTO.

**XIII. JURY DUTY**

- A. Refer to UPMC policy HS-HR0737

**XIV. FUNERAL LEAVE**

- A. Refer to UPMC Policy HS-HR0729

**XV. TIME KEEPING**

- A. Timecards will be adjusted so that all full-time employees have at least 8 hours entered for each day worked, adding up to 40 hours per week and 80 hours per pay. All budgeted time will be accounted for part-time employees.
- B. Unscheduled late in or early punches will not be offset using PTO and will be charged as “time without pay unapproved”.
- C. Scheduled late in or out punches will be accounted for using PTO.
- D. Unscheduled time off for sick time will be paid according to the Protected Paid Sick Days Policy.
- E. If no PTO is available, it will be charged as “time without pay unapproved”.