

	APPROVAL DATE November 2018	MANUAL: Personnel Policy
		TRACKING # PPM 813
	TITLE: ATTENDANCE	
<input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROCEDURE <input type="checkbox"/> STANDARD OF CARE <input type="checkbox"/> STANDARDIZED PROCEDURE <input type="checkbox"/> GUIDELINE <input type="checkbox"/> OTHER		

1.0 PURPOSE:

Each employee is essential to the overall operation of the organization. The purpose of this policy is to define attendance standards for non-exempt/hourly employees.

2.0 POLICY:

Each employee is relied upon and expected to keep regular attendance, be on time and work as scheduled.

2.1. Non-exempt employees requesting scheduled time off from work, which qualifies for sick leave utilization, must submit a calendar request through the time and attendance system. This request should be made as soon as the employee is aware of the need for time off, which will generally be a minimum of five (5) days in advance for full day requests and a minimum of two (2) days in advance for partial day requests. The number of sick leave hours requested must be equal to the number of hours of work an employee has missed due to sick leave. In the event an employee does not have sufficient sick leave, the time and attendance system will automatically register the remaining time as “Insufficient Sick Leave”. With leadership’s prior approval, employees may supplement “Insufficient Sick Leave” with Paid Leave as long as they are not in the corrective discipline process related to attendance.

2.2. When an employee is unable to report to work for any reason, he or she must notify their Department Leadership at least two (2) hours before the start of their scheduled shift, or as soon as the need for unscheduled time off is identified. The specific method for notifying Department Leadership (i.e., by phone, pager etc.) may vary by department and is at the discretion of leadership.

2.3. If it becomes necessary for a non-exempt employee to leave their department or the

hospital premises during working hours (other than during rest and meal periods), permission must be obtained from Department Leadership. Employees leaving for other than hospital business must record the time leaving and the time returning through the time and attendance system.

- 2.4. If a non-exempt employee is late (tardy) to work they must check in with their Department Leadership when they arrive to work. If an employee anticipates being late for work, they must notify their Department Leadership immediately.
- 2.5. Any pattern (e.g., missing Fridays, day(s) before or after a holiday or day off, etc.) of unscheduled absences may result in the escalation of the disciplinary process.

California law provides employees the ability to use up to 50% of their accrued annual sick leave hours, provided that the time is available in the sick leave bank, (known as "kin care")

The expanded law provides that the employer may not count the time taken as an unscheduled absence(s). Employees must code "kin care" hours as such in the time and attendance system at the time of use. Employees must request the use of "kin care" through the request for time off process.

3.0 DEFINITIONS:

- 3.1 Tardiness: Defined as any time an employee arrives at their workstation greater than 5 minutes late for their scheduled start time and is not prepared and ready for work.
- 3.2 Excessive Tardiness: Defined as greater than eight (8) or more incidents of tardiness in any continuous/rolling twelve-month period of employment.
- 3.3 Unscheduled Absence: Any absence from work for one or more whole or partial consecutive shift(s) which was not requested by the employee and approved in advance by management. This includes: not reporting to work for a scheduled shift; time during a working shift when an employee is away from their work area and not performing functions of their position; reporting to work later than one-half hour after the scheduled start time or/and leaving prior to the end of the scheduled shift without approval from department leadership. For the purposes of this policy, the following will not be included in considering excessive unscheduled absences:
 1. Protected sick leave.
 2. Approved bereavement leave
 3. Authorized leaves of absence, including worker's compensation
 4. Required military duty
 5. Employment related court appearances
 6. Approved leaves of absences to care for eligible family members or a domestic partner
 7. Any other legally protected time off
- 3.4 Excessive Unscheduled Absences: Defined as eight (8) or more occurrences in a continuous, rolling twelve (12) month period of employment.

3.5 Occurrence: Defined as 1 or more consecutive work days of unscheduled absence that is not covered by at least 50% of accrued sick leave at the time of the absence.

Examples of an occurrence are:

- Employee is absent 4 days due to illness and has 2 days of sick leave accrued, this is an excused absence and not an occurrence.
- Employee is absent 3 days due to illness and has 1 day sick leave accrued, this is an occurrence as there is not 50% sick leave available to cover the absence.
- Employee is out 1 day and has a half day of sick leave accrued, this is an excused absence and not an occurrence.

4.0 PROCEDURE:

4.1 An informal discussion/coaching process should be utilized prior to any employee receiving formal discipline.

4.2 Corrective Action: Excessive occurrences and tardiness, will result in the application of corrective action. The period for progressive discipline is 24 months. Once an employee has reached the level of a documented verbal warning they may not supplement paid leave for insufficient sick leave.

4.3 No Call/No Show: Employees who fail to report to work for a scheduled shift and do not notify their manager of their absence shall receive a minimum of a verbal warning except for extenuating circumstances. Based upon the employee's overall performance and attendance record, Department Leadership has the discretion to impose a higher or lower level of discipline after consultation with Human Resources and senior leadership.

4.4 Job Abandonment: An employee who fails to report to work without notifying their Department Leadership for a period of three consecutive shifts or more will be considered to have resigned their position and will be terminated.

4.5 Documentation:

4.5.1 *Documented Verbal Warning(s)* – A discussion to coach and mentor an employee. Utilized to make an employee aware of problems or issues and remind the employee of the Attendance Policy. Employees should be referred to review the policy. Employee Assistance Plan information should be offered and the employee should be made aware of applicable leave of absence policies. Documentation of verbal warnings should be made and a copy should be provided to the employee.

4.5.2 *Written Warning(s)* – A formal warning utilizing a “Corrective Action Memo” to advise the employee of the rule violation and the need for an immediate change in

behavior. The employee may be asked at this time if Department Leadership may be of assistance. Employee should be reminded of applicable leave policies and benefits.

4.5.3 *Final Written Warning* – Subsequent formal warning utilizing a “Corrective Action Memo” to advise of further discipline, including possible termination. Department Leadership should explore methods to improve attendance with the employee, if practical. Employee should be reminded of applicable leave policies and benefits as appropriate

4.5.4 *Termination* – In the presence of a witness, the appropriate member of Department Leadership informs the employee of their termination for failure to comply with RCHSD policies and procedures. Department Leadership completes appropriate termination paperwork and makes the final paycheck available to employee **at the time of termination**. Involuntary termination of employment requires the approval of both Human Resources and the Vice President.

4.6 Summary of Attendance Guidelines and Corrective Action:

Occurrence of tardy or unscheduled absence in a rolling 12-month period:	Action Taken:
7	Coaching
8	Documented Verbal Warning
9	Written Warning
10	Final Written Warning
11	Termination

- See Personnel Policy
- #502 - Paid Leave
 - #503 - Sick Leave
 - #401 - Timekeeping
 - #1103 - Involuntary Terminations
 - #605 - Personal Leaves of Absence
 - #607 - Family Medical Leave
 - #608 - Time-Off from Work

