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## Attendance Policy

<b>Number:</b>	3.23
<b>Issued:</b>	09-93
<b>Revised:</b>	07-08
<b>Coverage:</b>	All Represented Staff

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### Philosophy

It is a fundamental responsibility of all employees to report to work on time and as scheduled. It is recognized that, on occasion, a personal problem or family or personal illness could prohibit an employee from reporting to work as scheduled. However, unscheduled absences from the work place can impair the delivery of care. It is therefore the responsibility of all employees to adhere to the guidelines set forth in this policy and the responsibility of management to ensure that the policy is administered in a fair and consistent manner.

It is critical for employees and supervisors to accurately account for an employee's time. Using the KRONOS Automated Time Accounting (ATA) system we are able to administer this policy correctly and fairly.

The following will not be counted against the employee's attendance record but **MUST** be approved in writing no later than 24 hours prior to the date of the time off requested; this does not replace any contract language regarding the use and process for requesting personal flexible hours.

- Time-off approved by the employee's Supervisor (Not to supersede contract language.)
- Worker's Compensation appointments
- Certified Family Medical Leave (FMLA). This is not intended to deny any request that is indicated in the approved treatment plan/certification and/or amend requirements relating to required medical documentation needed for initial absences.

Absenteeism occurs when an employee exceeds the standard occurrences in the preceding 12-month period (rolling calendar year).

An occurrence is defined as the following:

1. Absent for more than half of the employee's scheduled shift.\*
2. Failure to punch in and be ready to work at the start of your shift and/or leaving work prior to the end of your shift three (3) times. Each tardy or leaving early is one-third of an occurrence\*\*
3. Failure to comply with established reporting procedure.\*\*\*
4. Failure to work an extra shift after volunteering or being required to do so.

Occurrences are accumulated in any combination above.

#### **\*Medical Documentation**

Medical Documentation shall be required upon the employee's return to work when the employee has missed three (3) or more consecutively scheduled shifts.

Medical Documentation is issued by the provider, after the employee has been seen by the provider verifying the employee's absence from work due to their personal illness or injury. Providing satisfactory medical documentation serves to combine the consecutive days of absence (missed shifts) into one (1) occurrence. Note: documentation has to state the employee was seen by the provider or a member of their staff.

#### **\*\*Grace period**

An employee has a three (3) minute grace period to clock in for their shift. This grace period does not apply for ATA pay purposes. NOTE: Any combination of tardies or leaving early that equal three will equal one occurrence.

#### **\*\*\*Reporting Absences**

Unless otherwise specified by the department, the following reporting requirements will apply:

An employee who does not report to work as scheduled must personally call his/her immediate supervisor or manager (or designee) prior to the start of their shift, or as otherwise specified by the department supervisor, each day except for situations, where an extended period of absence such as hospitalization has been reported to the supervisor.

A telephone call from a family member or a message left with a co-worker is unacceptable and will result in an occurrence, except in the case of an unexpected emergency or hospitalization. Verification of the

unexpected emergency will be required. Failure to provide verification, as requested, will result in a Joint Objective Discovery (JOD).

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## **Application of the policy**

The Issue Resolution/Corrective Action process, including a JOD, is utilized for any cumulative occurrences for all regular and short hour hourly employees. Unless the JOD uncovers extenuating circumstances, the following criteria will be implemented:

### **No Call/No Show**

One (1) or two (2) consecutive No call/No show(s): Level 4: Day of Decision.

Another No call/No show within the active period of the Level 4 will result in Level 5: Termination.

### **Job Abandonment**

Three (3) consecutive No call/No show: Level 5: Termination Voluntarily Resigned – Ineligible for Re-hire.

The HR Consultant will contact the Institutional Union under these circumstances.

### **Probationary Period Employees**

One (1) Occurrence: Verbal Warning

Two (2) Occurrences: Final Warning

Three (3) Occurrences: Termination

**Note:** The above is a guideline. Probationary employees may be terminated with less than three (3) occurrences based on overall performance and behavior.

### **Corrective Action – Represented Employees**

Five (5) or more Occurrences: Level 1: Initial Discussion

Six (6) or more Occurrences: Level 2: Developmental Action Plan

Seven (7) or more Occurrences: Level 3: Corrective Action Plan

Nine (9) or more Occurrences: Level 4: Day of Decision

Eleven (11) or more Occurrences: Level 5: Termination

This Policy is not meant to supersede any collective bargaining language relating to attendance