

Weisman Children's Rehabilitation Hospital (WCRH)

Administration Manual

SUBJECT: Absenteeism and Lateness

No: AM 8.7

EFFECTIVE DATE: 7/01

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Corporate Policy

PURPOSE:

To standardize, define, and communicate the guidelines regarding scheduling and staffing of all employees of WCRH.

POLICY:

It is the responsibility of the organization to provide adequate staffing based on anticipated workload, patient care needs, and skill mix. It is the responsibility of the organization to provide staff with information regarding scheduling and staffing guidelines.

PROCEDURE:

Attendance

- a. All employees are essential to the organization and are expected to work as scheduled.
- b. Call-Outs are considered unplanned time off and are paid out of the PTO bank.
- c. Employees must notify their supervisor as far in advance as possible, but no later than two hours before their scheduled starting time. If the employee's supervisor cannot be reached, the Administrator or respective designee must be notified. In providing this notification, the employee should give the reason for their absence and indicate when they expect to return to work, or when they will be available for work.
- d. Employee call-outs after the specified time or going home at the beginning of the shift are considered unplanned time off and are paid out of the PTO bank.
- e. The employer has the right to require workers to submit a doctor's note or undergo a physical examination to verify a claim of illness or injury. Any employee who is out sick for three or more consecutive days must have a doctor's note in order to return to work. The supervisor should forward the doctor's note to the Infection Control Practitioner for inclusion in the employee's medical file.
- f. Administration recognizes that illness and injuries occur periodically. As such, discipline for absenteeism will occur once an employee has multiple occurrences within a rolling calendar year.
- g. Exceeding the threshold established below within a rolling calendar year will result in implementation of Progressive Discipline Process.

Lateness

- a. It is the employee's responsibility to arrive at the work site by the start of the shift.
- b. Lateness is defined as arriving at the work site after the start of the shift.
- c. Non-exempt employees will be considered late when they clock in more than seven (7) minute past the start of their scheduled shift.
- d. Late arrival will be considered unplanned time off and will not be paid unless approved by the manager. Approved unplanned time off will be paid out of the employee's PTO bank.
- e. Exempt employees involved with patient care must call their supervisor if the employee is going to be more than 10 minutes late past their scheduled start time. Failure to call will be considered late.
- f. When late arrival is unavoidable, the employee is responsible to notify their supervisor of expected time of arrival.
- g. Administration recognizes that inclement weather conditions, transportation difficulties, and other problems may arise periodically. As such, discipline for lateness will occur once an employee has multiple episodes within a consecutive 12-month period.
- h. Exceeding the threshold established below within a rolling calendar year will result in implementation of Progressive Discipline Policy

Occurrence Definitions

- a. Employee will be charged with an "occurrence" when they fail to report for scheduled work hours.
- b. An occurrence is defined as the time missed for each illness or injury, whether a single day or number of consecutive scheduled workdays.
- c. Once an employee, regardless of employment status, accepts additional hours or overtime, a call-out will be counted as an occurrence.
- d. If an employee returns from an illness and goes out again within 5 calendar days due to the same illness, it will not be considered a new occurrence.
- e. Failure to report for work as scheduled for 3 consecutive scheduled shifts will constitute job abandonment.
- f. Lost time from Worker's Compensation injuries are included as occurrences.
- g. Three latenesses equal one occurrence.
- h. Absences that will not incur a charge include those approved in advance, in writing, or by policy, such as are outlined in the Paid Time Off or Family Leave Policy.

4. Progressive Discipline Policy

- a. The discipline process is initiated at, and progresses as follow:

<i>Verbal Documented Counseling</i>	<i>Written Warning</i>	<i>Final Written Warning</i>	<i>Termination</i>
6	7	8	9

- b. During the Introductory Period (90 days), new employees who have more 3 unplanned absences will be terminated from employment.
- c. It is the responsibility of the employee's supervisor to keep a record of attendance. Supervisors will submit attendance records to the Administrator at the end of the year identifying any problems. All attendance counseling should be placed in the Employee's personnel file.

Administrator