POLICY TITLE Time and Attendance

APPROVED BY MANAGEMENT

POLICY

Consistent staffing and regular work attendance are necessary to provide quality patient care and service. Good attendance records by everyone and consistent staffing are also important factors in overall employee morale. Your responsibility as an employee is to report to work on time, as scheduled, and to maintain a good attendance record. Employees who have a chronic problem with attendance will be subject to corrective counseling and may be terminated if unable to demonstrate a consistent record of reporting to work.

PURPOSE

* Regular and consistent attendance is necessary to provide uninterrupted, quality care to our patients.
* Poor attendance can have an adverse effect on an employee’s performance and will be taken into consideration when performance evaluations are conducted.
* From time to time an employee may encounter personal problems that prevent prompt and consistent attendance. Exceptions to this policy will be made on a case by case basis.

PROCEDURE

1. Recording and Correcting Absenteeism

Absenteeism is determined according to the following definitions:

* 1. ***Unscheduled absence***-When standard notice (24 hours) has not been provided for any absence of four or more hours, the absence will be considered unscheduled.
  2. ***Tardiness***-Failure to be in your work area performing your duties at your shift’s designated starting time. Frequent tardiness will result in corrective counseling.
  3. ***Clocking in or out***-It is the employee’s responsibility to accurately clock in and out for their day’s shift. If an employee forgets to clock in or out, she/he may be considered tardy if start time cannot be documented.
  4. ***Occurrence-***each episode of unscheduled absence or tardiness will be recorded as “one occurrence”. Each occurrence will be assigned a value as illustrated in the table below, The Corrective Counseling Process.

CORRECTIVE COUNSELING PROCESS

1. If excessive unscheduled absenteeism occurs, corrective counseling may be required. Corrective counseling related to absenteeism will be based on frequency of occurrences. Each episode of an unscheduled absence or tardiness will be recorded as “one occurrence.” For example an episode that results in an occurrence could be lateness on one shift or an unscheduled absence that covers three consecutive workdays.

|  |  |  |
| --- | --- | --- |
|  | **Points Received** | |
| Number of Occurrences During a Rolling 12 Month Period | Absenteeism | Tardiness |
| First occurrence | 0 | 0 |
| Second occurrence | 0 | 0 |
| Third occurrence and each thereafter | 1 | .5 |
| Failure to call off | 2 |  |

1. The corrective counseling process for excessive absenteeism or tardiness will center on communicating an expectation of change and improvement rather than future problems and eventual termination. It will do so through problem identification utilizing a progressive approach, where appropriate.
2. The following corrective counseling guidelines are recommended for application in attendance issues.
   1. Verbal Reminder should be given if 3 points are received in a 12-month period.
      1. Documented in department file
   2. Written Reminder should be given if another point follows a verbal reminder within a 12-month period. If perfect attendance is maintained for 6 months immediately following the receipt of a verbal reminder, 2 points will be allowed prior to administering a Written Reminder.
      1. Documented in HR file
      2. Requires a written plan of corrective action by employee
      3. Employee will not be eligible for any merit increase for the fiscal year in which a written reminder is received
      4. Remains in effect for one year if no further Corrective Action ensues.
   3. Decision Making Leave should be given if another point follows a written reminder within a 12-month period. If perfect attendance is maintained for 6 months immediately following the receipt of a Written Reminder, 2 points will be allowed prior to administering a Decision Making Leave.
      1. Serves as the most serious type of corrective action and final notice prior to discharge
      2. Requires a written plan or corrective action/re-commitment prior to return to work
      3. Remains in effect for one(1) year
      4. Employee will not be eligible for any Merit increase for the fiscal year in which a Decision Making Leave is received.
3. A guideline is not a replacement for thought and good judgment on each individual case. All the facts must be obtained before taking corrective counseling action. Consideration also should be given to:
   1. A long-term employee with a previously good record who begins to develop a chronic attendance problem
   2. An employee facing personal stress or a family crisis that will be resolved in a reasonable period of time
   3. Attendance problems related to bad weather; e.g., snow, ice, etc
   4. Other situations that may require special consideration.