


Roosevelt General Hospital – Human Resources Policies

SUBJECT: Attendance and Absenteeism	POLICY #: HR #110
DEPARTMENT: HUMAN RESOURCES	PAGE: 1 OF: 3
APPROVED: 	EFFECTIVE: 11/16/2003
REVIEWED: 02/01/2018	REVISED: 09/20/2011; 09/13/2011; 02/20/2015

Purpose

The purpose of this attendance policy is to provide a methodology for employees and managers to follow when absenteeism or tardiness occur. Regular attendance and reporting for duty at the scheduled times are essential functions of each employee's position. This policy applies to all non-exempt and exempt employees.

Policy

The general policies of attendance for Roosevelt General Hospital (RGH) are as follows:

1. Employees are expected to arrive on time and work their entire shift in accordance with their approved work schedule to ensure quality patient care, meet departmental needs and the expectations of the position. Good attendance is a condition of employment.
2. Employees are responsible for notifying their supervisor or designee prior to the start of the shift if they will be absent. Failure to provide proper notification of absence will be considered an unapproved absence and may result in disciplinary action, up to and including termination of employment.
3. Absences due to an on-the-job injury, death in the immediate family, or an emergency medical leave will be treated in accordance to HR Policy #124, Leave Policy.
4. Should it become necessary for an employee to leave off-campus for personal reasons during duty hours, permission is to be obtained from the immediate or appropriate supervisor. If permission is obtained, the non-exempt employee must clock-out before leaving and clock-in upon returning to work. This time will be considered unpaid time.
5. Supervisors are responsible for:
 - a. tracking and documenting all absences and tardies
 - b. referring to Human Resources regarding options available in the event of family or personal illness or injury
 - c. advising employees of the consequences of absenteeism and tardiness

- d. evaluating potential abuse and/or patterns of abuse of leave and absences
 - e. documenting and counseling employees who are not complaint with this policy
 - f. implementing appropriate disciplinary action and corrective action when absenteeism or tardiness becomes excessive as defined in this policy
6. RGH reserves the right to require a physician's statement regarding an employee's illness or injury, certifying the employee's physical ability to return to work. If required, the employee must submit the physician's statement within twenty-four (24) hours of absence or, in extenuating circumstance, as soon as practical.

Corrective Action

Disciplinary action in accordance with HR Policy #114, Disciplinary Action shall occur for every sixth (6th) occurrence in a rolling twelve (12) month period. The corrective action will have a duration of one year.

Disciplinary action may be skipped for employees still serving in their ninety (90) day Introductory Period. These employees shall be evaluated on an individual basis based on the frequency of absences or tardies and may be determined as to not successfully completing the introductory period.

RGH reserves the right to omit the disciplinary action process as some situations may warrant bypassing some or all of the steps.

Definition of Terms

Excused Absence is defined as an absence that has been approved at least twenty-four (24) hours in advance by the appropriate supervisor and for which the employee has sufficient accrued leave to cover the absence.

Excessive absenteeism is considered behavioral misconduct. Absenteeism is viewed as excessive when there is a pattern of occurrences, which is disruptive to patient care and/or business operations. Examples of patterns include, but are not limited to, the following:

1. Absences immediately preceding or immediately following scheduled days off (i.e. vacations, weekends, holidays, etc.);
2. When an absence occurs on the same day(s) which the employee requested off but the request was not approved;
3. When absences frequently occur on the same day (i.e. pay day, day after pay day, etc.)

Occurrence is defined as follows:

1. One isolated unexcused absence including absence of more than half of the scheduled shift
2. An unexcused absence of several consecutive days in duration will be treated as one (1) occurrence
3. Two (2) tardies is equivalent to one (1) unexcused absence or occurrence

4. The number of occurrences is measured over a rolling twelve (12) month period beginning with an employee's first unexcused absence

"No Call, No Show" is when an employee does not appear for a scheduled shift and does not notify the supervisor of the absence.

- a. The first "no call, no show" within any twelve (12) months will result in written warning.
- b. The second "no call, no show" within any twelve (12) months will result in further disciplinary action, including and up to termination of employment.
- c. Employees who are absent for three (3) consecutive days without notifying the supervisor will be presumed to have abandoned their position and will be considered a voluntary resignation.

Tardy - An employee is considered tardy when he/she is not at his/her workstation ready to work at the starting time designated by the department. The following guidelines will be applied with regards to tardiness:

1. Excessive tardiness is considered behavioral misconduct and is subject to disciplinary action, including and up to termination of employment.
2. Employees notifying supervisor at least twelve (12) hours in advance and receiving approval will not be counted as tardy.
3. Proper notification to supervisor is handled in accordance with department specific policy/procedure. Failure to comply with established departmental policy may result in an unapproved tardy.
4. An employee who reports to work tardy may not work beyond the scheduled shift to offset the reduced shift without prior approval from the supervisor.

Unexcused absence is defined as an absence of more than half of a scheduled shift without notification of and approval from the immediate supervisor at least twenty-four (24) hours in advance. An absence covered by the Family and Sick leave Act (FMLA), Americans with Disabilities Act (ADA), New Mexico Human Right Act, Military Leave laws, Domestic Abuse Act, or Worker's Compensation Act, cannot be considered an unexcused absence.