

POLICY TITLE: HR - Employee Attendance Policy	
ENTITY: <input checked="" type="checkbox"/> T.J. Regional Health	
<input checked="" type="checkbox"/> T.J. Samson <input checked="" type="checkbox"/> T.J. Health Pavilion <input checked="" type="checkbox"/> T.J. Health Columbia	
DEPARTMENT: Organizationwide	PAGE: 1 of 5
VERSION: 6	LAST REVIEW DATE: 10/17/2017
APPROVED BY: Ladonna Rogers (EVP Human Resources), Neil Thornbury (Chief Executive Officer)	EFFECTIVE DATE: 10/17/2017

<p>PURPOSE:</p> <p>To provide a consistent and effective method of controlling employee attendance to help maintain efficient operation.</p>
<p>POLICY:</p> <p>Each employee has the responsibility to maintain a good attendance record. While some allowances may be made for occurrences beyond the control of an employee, chronic or excessive absenteeism will be cause for corrective action, up to and including termination of employment. If unable to report to work, employees must contact their immediate supervisor or designee at least two hours before the start of the shift and provide reason for absence.</p>
<p>PROCEDURES:</p> <p>Department Directors or designee will review attendance on a regular basis. Department directors will counsel employees as attendance patterns or frequency indicate a problem. The reason for an absence should be documented and if the occurrence was scheduled or unscheduled. When an exception is made due to a catastrophic event, documentation is required from the Department Director and must be approved by Chief of Service.</p> <p>Department Directors or designee is responsible for sending requests for corrections to the Payroll Department.</p> <p>An evaluation of the employee attendance record by the Director will consider the following factors:</p> <ol style="list-style-type: none"> 1. Factors decreasing the seriousness of absences: <ol style="list-style-type: none"> a. Long periods of absence due to serious illness or injury supported by medical documentation. b. Catastrophic event.

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2. Factors **increasing** seriousness of absences:
- a. Excessive absences or unusual patterns of absence, e.g. frequent Mondays or Fridays or days immediately following or preceding a holiday; days immediately preceding or following scheduled time off.
 - b. Absences that are intermittent, e.g. one or two days on each occurrence.
 - c. Excessive tardiness or a pattern of tardiness.

To assist directors in their determination of what constitutes an acceptable attendance record and to maintain consistency between departments in making this determination, the following is to be used.

For an absence of at least 32-36 hours, refer to the Leave of Absence Policy.

Employee Status	Acceptable	Unacceptable
Fulltime/40hrs wk. (4 or 5 days)	0 to 4 occurrences/12 m	5 occurrences/12 m
Fulltime/36hrs wk. (3 or 4 days)	0 to 2 occurrences/12 m	3+ occurrences/12 m
Part-time	0 to 1 occurrences/12 m	2 occurrences/12 m
PRN	0 occurrences/12 m	1 occurrences/12 m

An occurrence is defined as a period of lost time (whether paid or unpaid) that has not been scheduled or approved. An illness or injury which results in one or more consecutive work days of absences constitutes one occurrence of absence. Should an employee return to work but have a relapse or re-occurrence of the same reason within 24 hours it will be considered one occurrence.

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No Call / No Show will be reviewed by the department director and human resources on or before the next scheduled working day to determine further action.

A year is defined as a rolling 12-month period.

NURSING PROTOCOL

Shift Beginning and End Time

- Each department will have a start and end time (i.e., 6:45-19:15; 7:00-15:30).
- Each team member is expected to be in work area ready to take report at beginning of shift, as well as ready to leave work area at end time.
- Staff may clock in no earlier than seven (7) minutes prior to the beginning of shift.
- Staff may clock out no later than seven (7) minutes after the end of the shift without consent of charge nurse/director.

Weekend Call Out

- If it is necessary to call out during your scheduled weekend or on your on call weekend, you will be required to make up the missed weekend.
- You will be scheduled for a shift each day you miss.
- If your department includes a Friday or Monday in the weekend schedule, those days will be made up as well.
- You will not incur overtime to make up for the missed shift.

COUNSELING AND DISCIPLINE

The following steps outline the disciplinary action to be taken based on the acceptable or unacceptable levels of occurrences. Progressive disciplinary steps listed below must be followed in order.

Step 1 –Formal Written Warning

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When an employee exceeds the **minimum** number of occurrences to be considered **unacceptable**, a formal written warning will be issued. A formal written warning may also be issued by the Department Director in situations where counseling/verbal warning has been provided to the employee and corrective actions outlined have either not occurred or have not been maintained.

Employee status	Minimum Unacceptable
Fulltime/40hrs wk. (4 or 5 days)	5 occurrences/12 m
Fulltime/36hrs wk. (3 or 4 days)	3+ occurrences/12 m
Part-time	2 occurrences/12 m
PRN	1 occurrences/12 m

Step 2 – Suspension or Discharge

Exceeding the **minimum** number of occurrences considered to be **unacceptable** will result in suspension or discharge. Suspension is a period of up to 24 working hours without pay. Suspension or discharge actions may be imposed only with prior discussion and approval of the Department Director, Chief of Service Area and Chief of Human Resources. After returning from suspension an employee is placed on probation for six months. No benefit time can be used (unless prescheduled) or accrued.

Employee status	Exceeded Unacceptable
Fulltime/40hrs wk. (4 or 5 days)	6 occurrences/12 m
Fulltime/36hrs wk.	4+ occurrences/12 m

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(3 or 4 days)	
Part-time	3 occurrences/12 m
PRN	2 occurrences/12 m
<u>Tardies</u>	
Tardies are treated as follows:	
<ul style="list-style-type: none"> • Employees are considered tardy if they clock in after their scheduled shift start. For additional information reference the Nursing Employee Attendance Policy and the Employee Handbook. • Three tardies in a 12 month rolling calendar year is equivalent to one occurrence. 	
The employee appeal process is defined in the Employee Grievance Policy.	
Attachments:	
T.J. Regional Health-Employee Counseling Record	

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