POLICY

It is the policy of the Hospital to maintain attendance at a level that ensures patient safety while accommodating employees to the extent possible for necessary absence from work and within the guidelines of the Family Medical Leave Act.

DEFINITIONS

A. Unscheduled Absence: an unscheduled absence is defined as any whole or partial shift in which the employee is scheduled to work but unable to either come to work or finish their shift.

PROCEDURE

EMPLOYEES: Every employee of the Hospital has the following obligations and responsibilities regarding attendance at scheduled work, regardless of regular or non regular status, position or work assignment, seniority or non-seniority status, and regardless of eligibility or non-eligibility for earned leave or whether it is a regularly scheduled shift or a shift not normally scheduled.

1. Advance notice of absence
   When the need for absence from work is known in advance, the employee must notify his/her supervisor as far in advance as possible for proper approval.

2. Notice of unexpected absence
   When a need for unexpected absence, such as illness occurs, the employee must notify or see that his/her supervisor is notified two hours prior to the start of the shift or as otherwise required by the department manager up to two hours.

3. Failure to give notice of absence
   Failure of an employee to give the notice required in #1 and #2 above, unless impossible, shall be cause for reasonable disciplinary action.

4. Limits of absence
   Every employee shall be expected to be present for scheduled work unless an absence has been authorized or is either unavoidable or justifiable.

5. Return from illness
   Every employee returning from illness in which there is any question of contagious or communicable illness or infectious disease, or a potential safety hazard in performing duties involved, may be required to bring a release from their physician.
DEPARTMENT MANAGER
1. Track absenteeism and/or tardiness on the daily schedule.
2. Determine whether an absence is necessary or justifiable, and to authorize or refuse to authorize the advance request of an employee for permission to be absent.
3. Investigate absences where necessary.
4. Receive and verify clearance from the employee's physician if communicable or contagious illness, or infectious disease or potential safety hazards, are involved.
5. Require medical proof of illness if suspected abuse is involved, or if three or more days of leave are involved and it appears advisable to secure such medical proof.
6. Notify Human Resources when any employee is absent for three or more days to determine if FMLA or OFLA notices need to be sent.
7. Periodically review absence patterns of employees. If any repeated pattern of absenteeism exists, such as single day usage of leave, absence before or after days off or holidays, coincidence of absences with desired or desirable days off, or any other repeated pattern of absenteeism or vagueness about reason for absence, meet with employee. Counsel employee regarding importance of regular attendance and need to report on time. Seek reasons for patterns of absenteeism or tardiness and solutions to these problems. Additionally, three or more incidents of unscheduled absence in a three-month period shall normally be cause for employee counseling.
8. In chronic cases of absenteeism and/or tardiness, progressive discipline may be used (warnings, suspension, discharge) in order to emphasize the need for regular attendance and to reduce absenteeism and/or tardiness. In cases of contemplated suspension or discharge, consult with the Human Resources Director prior to taking such action in order to maintain uniformity in disciplinary treatment.
9. During performance evaluation discussions, the employee's absenteeism and tardiness for the period evaluated shall be reviewed and discussed with the employee when an issue with attendance has been identified.