



HEKTOEN INSTITUTE LLC POLICY & PROCEDURES FORM

POLICY TITLE: ATTENDANCE AND PUNCTUALITY

POLICY NUMBER: 00009

REVIEWED & REVISED: 06/01/2011

POLICY:

Each employee is essential to the successful delivery of quality health care services. Therefore, good attendance and punctuality is expected of all employees. It is the intent of this policy to define uniform attendance throughout Hektoen.

EMPLOYEES AFFECTED: All HEKTOEN Staff

PURPOSE:

As outlined in the Hektoen Rules and Regulations Governing Employee Conduct, repeated tardiness, excessive absenteeism or absence without notification may subject an employee to disciplinary action up to and including discharge.

DEFINITIONS

1. **Absence:** Failure to report for work as scheduled and to complete all assigned hours.
2. **Absence Occurrence:** Each incidence of absence, regardless of the number of consecutive days that transpire.
3. **Tardy:** Failure to report for work at the scheduled starting time
4. **Excessive Absence:** The occurrence of three (3) unexcused absences within a rolling 12-month period.
5. **Repeated/Excessive Tardiness:** The occurrence of six (6) unexcused tardiness within a rolling 12-month period.
6. **Report:** To be physically present at the assigned work location and ready to begin work.
7. **No Call/No Show:** Failure to provide notice of absence.
8. **Job Abandonment:** Absence for three (3) consecutive scheduled work days without notification.
9. **Full-time Employee:** Expected to work a total of 40 hrs. per week.

Procedures

1. Time off that has been pre-approved, so that the employee is not scheduled to work, shall not be subject to discipline.
2. Each event of tardiness and absence shall be reported by the employee to his/her supervisor along with an explanation sufficient to evaluate its merit.
3. Supervisors are authorized to excuse a tardy or absence event when they are determined to be bona fide (i.e., snowstorm, train wreck, flat tire).
4. Refusal to provide an explanation for the tardy or absence event will cause it to be recorded as unexcused.
5. Anyone who has been absent for four consecutive working days or more for any reported health reason, will be required to provide a doctor's statement as proof of illness and may be required to undergo examination by Hektoen's independent health care provider, before returning to work. For medical absences of less than four (4) consecutive days, a doctor's statement will not be required except in individual instances where the supervisor has cause to suspect that the individual did not have a valid health reason for absence.
6. Hektoen requires that an employee be aware of rules and regulations regarding conduct. Prior to the implementation of discipline, an employee will be counseled regarding deficiencies in his or her record of absenteeism or tardiness, and of the consequences of continued misconduct.
7. All full-time employees will be expected to work 40 hours per week schedule as determined by the manager.
8. Repeated/excessive tardiness and/or absences will result in disciplinary action as follows:

Verbal Reprimand

Three (3) unexcused absence occurrences in a 12-month period from the first unexcused absence occurrence, or

Six (6) unexcused tardy events in a 12-month period from the first unexcused tardy, or

An equivalent combination of unexcused events, counting two (2) tardy events as equivalent to one (1) absence occurrence, in a 12-month period from the first unexcused event.

Written Reprimand

One (1) additional unexcused absence occurrence or two (2) additional unexcused tardy events within the twelve-month period after receiving a verbal reprimand, OR an initial instance of no call/no show.

Suspension of One (1) Day

One (1) additional unexcused absence occurrence or two (2) additional unexcused tardy events within the twelve-month period after receiving a written reprimand.

Suspension of Three (3) Days

One (1) additional unexcused absence occurrence or two (2) additional unexcused tardy events within the twelve-month period after receiving a one (1) day suspension for attendance, OR an instance of no call/no show within the twelve-month period after a written reprimand.

Discharge

One (1) additional unexcused absence occurrence or two (2) additional unexcused tardy events or an instance of no call/no show within the twelve-month period after receiving a three (3) day suspension.

The period of review will become continuous once the employee receives a disciplinary action for attendance. However, sustained improvement in attendance for periods sufficient to expunge the earlier discipline (based on current Hektoen policy or contract provisions where applicable) will result in a new 12-month review cycle.

9. Exclusions

Pre-approved vacation, scheduled holidays, authorized Hektoen business and authorized union business, approved leaves of absences, jury duty, and authorized absences due to work-related injury or illness, will not be subject to disciplinary action.

III. RESPONSIBILITY

A. Department/Division Directors

1. Will notify each employee of this policy and encourage the employee in his/her efforts to avoid excessive absence or tardiness.
2. Will maintain and publish procedures for notification of absences.

B. Supervisors

1. Will encourage employees in their efforts of good attendance.
2. Will maintain employee attendance records and perform ongoing review.
3. Will counsel employees, as appropriate, about attendance and/or institute progressive discipline.
4. Will advise employees of the Employee Assistance Program to help them to resolve attendance problems.
5. May consider alternate scheduling options where appropriate.

C. Employees

1. Will maintain an acceptable record of attendance.
2. Will notify his/her supervisor in a timely manner regarding any absence occurrence or tardy event, in accordance with applicable policies and practices.
3. Will provide proof of illness for medical absences of four (4) or more days, or as requested.

Consistent attendance and punctuality is expected for the successful delivery of quality services within Hektoen. Repeated tardiness, excessive absenteeism or absence without notification may subject an employee to disciplinary action up to and including discharge.

Approved by:  Date: 4/10/12

Job Title: ADMINISTRATOR