

Val Verde Regional Medical Center	REFERENCE #: 500.12
POLICY: HUMAN RESOURCE Absence & Attendance	EFFECTIVE: Page 1 of 6 March 15, 2006
APPROVED BY: Polly Davenport, CEO	REVISED: July 13, 2010 Supersedes all previous Policies and Procedures concerning Attendance.

Purpose :

The intention of this policy is to assure consistency in promoting good attendance among staff in all departments. VVRMC expects all employees to assume diligent responsibility for their attendance and promptness. It should be the aim of each employee to work each shift of their schedule. Each unit manager has the responsibility to ensure that fairness, respect, and dignity are maintained for all employees.

Policy:

Definitions - For the purpose of consistent administration of this policy, the following definitions apply:

1. **Absence** - any unscheduled time away from work, regardless of the reason. An alternative definition of absence is the failure to report and remain on the job as scheduled.
2. **Absence Occurrence** - one or more consecutive days/shifts of work missed for the same reason. One half (1/2) occurrence is recorded for an absence of less than two hours. One occurrence is recorded for an absence of two hours or more. Absence of short duration includes arriving to work late and leaving work early.

Absence Occurrences do not include the following:

- Scheduled Paid Time Off (PTO)
- Educational Time
- Bereavement Leave
- Military Leave of Absence
- Jury Duty
- Disciplinary Suspension
- Regular Days Off
- Downtime (Census Management)
- Scheduled Family Medical Leave
- Scheduled Medical Leave of Absence
- Worker Compensation
- Scheduled Time Off W/O Pay

3. Downtime - On occasion, department management may determine that present staffing needs to be reduced to meet current volumes or services. Management may adjust staff through reassignment to other areas and by exercise of “downtime”. When “downtime” is utilized, the employee is given the option to take the time off as PTO or as unpaid time off (in either case, “downtime” is not considered an absence occurrence).

Reporting Absences

1. Employee Notification of Absence - If an employee must miss scheduled work for any reason, they must notify the immediate supervisor or, if not available, the next level manager. Text message and/or email notification is not acceptable unless it has been specifically authorized by the unit manager. In the case of departments where one employee relieves another on shift work, the employee must notify the designated contact at least two hours prior to the beginning of the scheduled shift. Units that do not have positions in which one employee relieves another, must notify their designated contact as soon as possible, but no later than the scheduled start time for the shift. For each day of continuing absence, the employee is to continue notification as instructed.
2. Employees absent without proper notice are subject to progressive discipline beginning with a verbal counseling, a written warning, and termination. These actions may be taken in sequence or accelerated out of sequence depending on the circumstances.
3. A scheduled FMLA or MLOA that is approved will not create an Absence Occurrence. However, an unscheduled FMLA or MLOA will count as an Occurrence Absence.
4. If an employee fails to report for work, during their employment, a combined two shifts (does not have to be consecutive), without proper notice and reasonable cause, the second absence will be considered as a voluntary resignation and classified as “job abandonment.”
5. Employees who have 4 occurrence days in their first 90 days of employment will not be allowed to continue employment with VVRMC unless there are verifiable circumstances that would justify the absences.

Standards for Attendance

1. Attendance records are to be maintained by the supervisor to document absences as any unscheduled time away from work. This includes unscheduled Paid Time Off.
4. Each time an employee is absent or tardy, the number of Absence Occurrences should be recorded in the *Attendance Calendar* (attached).
5. When appropriate the Supervisor is responsible for counseling the employee on the number of occurrences he/she has taken. (See Chart below).

Attendance Standards – Rolling 12 Month Period

Part Time, 8 hour and 12 Shifts

ABSENCE OCCURANCES	SUPERVISORY ACTION
0	Employee should be recognized for perfect attendance.
1-2	Commendation---Verbal and Written recognition
3	Verbal Counseling for improvement
5	Written Warning
7	Final Written Warning
8	Termination of Employment

24 Hour Shifts

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Records and Analysis

1. Records - All supervisors and managers are to maintain *Attendance Record* for each of their employees. Any time away from work should be recorded as well as reasons for the absence and other significant information.

2. Analysis and Action - For the purpose of coaching employees to improve attendance, supervisors should continually analyze attendance records. Patterns of absence should be identified such as absence occurrences before or following days off, holidays, etc. Offer and recommend the Employee Assistance Program (EAP) if the employee needs help in solving personal problems. Supervisors should meet with each employee returning to work after an absence to show concern and provide necessary guidance.

Medical Information and Releases

A Physician's Statement to return to work may be required by the unit director if an employee's absence is due to illness, injury or other medical condition and the absence is three (3) consecutive shifts' or more in duration. If an employee has missed 4 or more consecutive shifts a physician statement will be required before returning to work.

Absence Occurrence during Holidays and Prior to Scheduled Vacation

Employee's that must be replaced if absent who have an occurrence the shift before, the shift of, or the shift after the scheduled holiday will receive a "Written Warning".

If a physician excuse is obtained which qualifies the employee for serious medical consideration (EIB eligible), the employee will be charged for the occurrence. However, at the Department Head's choice, the employee will automatically be scheduled to cover the next Holiday period.

Tardiness

Employees are considered "tardy" when they arrive at their work station more than 7 minutes after the start of their shift. Shift working employees in positions requiring a relief person to take their position when they clock in or out more than 7 minutes before the start or end of their shift are considered "tardy".

The following schedule is for recording tardiness when the employee arrives late or leaves early.

How to value tardiness:

- Tardy Once = $\frac{1}{2}$ Absence Occurrence
- Arriving at work less than 2 hours late = $\frac{1}{2}$ Absence Occurrence
- Leaving work less than 2 hours early = $\frac{1}{2}$ Absence Occurrence
- Leaving work 2 or more hours early = 1 Absence Occurrence
- Arriving at work 2 or more hours late = 1 Absence Occurrence

Attendance Records:

Supervisors will keep a rolling 12 months *Attendance Record* on each employee reporting to them that records the time-off taken. (Attached)

Supervisors will make notations on the *Attendance Record* of all counseling's and time off that should be explained: ie., tardiness notes on how much and when.

Perfect Attendance Bonus

Employees who have no occurrences of unscheduled absences in a six month period are eligible for a \$50.00 perfect attendance bonus. Bonuses will be paid on the second payday of May and November.

Attendance Record

Date	Discussion	Supervisor