

Medicine/General Internal Medicine Attendance Policy

You are a valued member of our staff. Customers and co-workers count on you to be at work as scheduled. Fully staffed work shifts are essential to achieve and maintain smooth and efficient operations. Because of this, regular and punctual attendance is an ongoing expectation of the Division/Department for all employees. If you have occasion to be absent from work, you will be expected to follow the Attendance Policies covered in this section. Failure to maintain an acceptable attendance record may result in disciplinary action and/or an unsatisfactory performance evaluation.

APPLICABILITY

This procedure applies to all classified and contract-classified staff. It may also be used as a guide to establish attendance expectations for temporary and professional staff. However, temporary and professional staff are employed at will and nothing in this procedure creates a contract or promise that alters the at will status of temporary and professional employees.

This policy does not apply to absences covered by the [Family and Medical Leave Act \(FMLA\)](#) or leave provided under the [Americans with Disabilities Act \(ADA\)](#).

SCHEDULED ABSENCE

Requesting Time Off

As soon as you are aware that you will need time off for medical appointments or if you have a planned absence and would like to use annual leave - A leave request should be submitted in Workday least 24 hours before taking non-emergency medical or dental appointments, vacation or personal holiday, except in extenuating circumstances. It is preferred that at least a one-week notice is given for a one week vacation.

Vacation is generally not granted for sick leave absences unless pre-arranged according to the procedures for requesting annual leave. Leave without pay is generally not granted if the employee has sick leave hours available.

UNSCHEDULED ABSENCE

A. Notice

Employees who do not report to work as scheduled must notify the employer in accordance with departmental procedures. The central point of contact is your supervisor. Barring extraordinary circumstances, failure to provide the required notification within 30 minutes of the scheduled start or return time constitutes an unauthorized absence.

Unauthorized Absences: Absences from work not authorized by manager or supervisor, including but not limited to:

- *Late (Tardy) (Reporting to work after the beginning of your assigned work shift.)*
- *Leaving early before the end of your assigned work shift*
- *Extending breaks or lunches beyond the allocated time*
- *Taking extra breaks*
- *Absences from assigned work shift where proper reporting procedures have not been followed*

- *Absences from assigned work shift where a doctor's note has not been provided when requested by the supervisor*
- *Absences not covered by sick leave and/or Family and Medical Leave and not preauthorized by your supervisor*

B. Excessive Absenteeism

Staff members are expected to keep unscheduled absences to a minimum. Excessive unscheduled absences are not appropriate whether or not accrued time is available and approved. Supervisors may find it helpful to discuss attendance expectations with staff at risk of violating this procedure. Excessive unscheduled absences are not appropriate whether or not accrued time is available and approved.

If you begin to develop a record of excessive absenteeism, your supervisor may require you to follow other reporting policies and procedures such as:

- Calling in and talking directly to your supervisor rather than leaving a voicemail message; or,
- Presenting medical documentation for each absence due to illness.

C. Sick Leave

Sick leave is a benefit provided to employees to cover wages during absences set forth in WAC 251-22-110, RCW 49.12.270, and Article 10.1(b) of the Local 925 bargaining agreement. Full use of sick leave may not constitute acceptable attendance and under certain circumstances will constitute a violation of this procedure. Fraudulent use of sick leave is grounds for termination.

Verification of the appropriateness of sick leave use may be required. Failure to provide requested verification constitutes a separate violation of this procedure and may be subject to discipline. A request for verification related to sick leave is not discipline. Providing verification as requested does not preclude discipline; even with verification of sick leave, an employee who has excessive unscheduled absences will be subject to corrective action/discipline. Submission of altered or falsified documentation is grounds for dismissal.

Policy for Reporting Unanticipated Absences

If you are sick and cannot come to work, contact your immediate supervisor (email, text, or phone call) prior to your work shift so that the workload can be redistributed. Additionally, please also update your out of office message on your email to indicate that you will be out of the office.

You must report in to your immediate supervisor at the beginning of any sick leave period and daily thereafter, unless pre-arranged. If you reach voicemail, you should leave a message which includes a telephone number where you can be reached. At the supervisor's discretion, if you are absent from your job for three (3) consecutive days, you may be required to submit documentation from your health care provider.

If you do not report for work and do not notify your supervisor before your shift (or within the first 30 minutes of your shift, your absence will be considered unauthorized and you may be charged leave without pay.)

Having someone else contact your supervisor for you is not acceptable, except in extreme situations.

Reporting Extended Absence(s)

If you have an extended illness or hospitalization, you can arrange for extended leave with your supervisor. Those eligible for Family and Medical Leave Act may take up to twelve weeks leave from the job for a serious health condition, or that of your child, spouse or parent. However, you should discuss this with your supervisor as soon as you are aware of your need to be away, so that the necessary paperwork can be completed. The paperwork may include documentation from your health care provider. We will work with an HR Representative to ensure all procedures are followed.

At the supervisor's discretion, you may be required to submit documentation from your health care provider:

- If you are absent from your job for three (3) consecutive days
- If the ability to return to work is in question
- If there are attendance issues/problems
- If there is a need to substantiate a serious health condition

D. Lateness (Tardiness): Reporting in to work more than 15 minutes late for your assigned work shift.

It is an ongoing expectation of the Department/Division that employees report to work in a punctual manner. As an employee, you are considered late when you report to work after the first fifteen minutes of your assigned work shift. The first fifteen minutes represent a grace period. After the first fifteen minutes, (sixteen minutes or more), late time is recorded as leave without pay.

Staff are expected to report to work and return from breaks as scheduled. Supervisors should clearly define the expected schedule and adopt a method of measuring compliance (e.g. time clock, log book). Absent any extenuating circumstances, employees who are late to work are in violation of this procedure.

Employees in violation of this procedure should not be paid for time absent and are subject to corrective action. Corrective action will begin at the 1st step and progress through the higher steps for each successive violation. Barring extraordinary circumstances, employees who are more than 1 hour late will be considered on unauthorized absence.