

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.

EXCEPTIONS: the following absences shall not be considered under this procedure. Documentation may be required.

Authorized Absences: *Absences from work approved by manager or supervisor, including but not limited to:*

- Single extended illness
- Serious medical conditions and other absences covered by the Family and Medical Leave Act
- Any use of paid time to care for a spouse, parent, parent-in-law, or grandparent who has a serious health or emergency condition even if the employee is not FMLA-eligible
- Any use of paid time to care for a child of the employee who has a health condition that requires treatment or supervision
- Approved use of shared leave because of a personal or family member's serious health condition whether or not the employee is FMLA-eligible
- Leave use resulting from a childcare emergency as authorized by University policy, collective bargaining agreement, and/or civil service regulation
- In-patient hospitalizations
- Death of a family or household member
- Authorized absence due to job-related injury or illness
- Authorized leave of absence
- Pre-authorized and emergency medical/dental appointments
- Pre-authorized holidays and vacations
- Civil duty leave
- Military leave
- Mandated leave following exposure to contagious disease
- Disciplinary suspension days

- Administrative leave
- Suspended Operations/Inclement Weather
- Disability leave

SECTION I. 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 2 hours of the scheduled start or return time constitutes an unauthorized absence. *See Section II for further discussion.*

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 of 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*
- *Absence*

B. Excessive Absenteeism

Staff members are expected to keep unscheduled absences to a minimum. Supervisors may find it helpful to discuss attendance expectations with staff at risk of violating this procedure.

- Unscheduled absences are any unplanned absence excluding the listed exceptions
- Six (6) occurrences or nine (9) days of unscheduled absence in any twelve month period are a violation of this procedure
- Occurrences of unscheduled absence may be single day or multiple consecutive days

An employee whose absences exceed the limit in this procedure is subject to corrective action beginning at the 1st step as set forth below. Absences are counted in a rolling year as distinguishable from a calendar year or renewing year. The rolling year is **any** twelve-month period. Each absence starts a twelve-month counting period until the employee reaches six absences or nine days in twelve months. At that point, corrective action occurs for those absences and counting starts anew.

The next level of corrective/disciplinary action shall occur if the employee has *another* 6 occurrences or 9 days of unscheduled absence within any twelve month period during the

two years following a violation. If a violation does not recur until after two years have expired, corrective action should repeat at the same step.

Classified Staff

1st step Letter of Counsel or Step A (1199 only)
2nd step Written Reprimand or Step B (1199 only)
Counseling
3rd step Suspension/Salary Reduction* or Step C (1199 only)
4th step Suspension/Salary Reduction* or Step D (1199 only)
5th step Dismissal

Local 925

Informal Counseling
Formal

Final Counseling
Dismissal

**Disciplinary salary reduction equal to the amount of pay lost from suspension is preferable in cases of problem attendance.*

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. Sick leave may only be used for these specified purposes many of which are included in the list of Exceptions set forth above. 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.

D. Annual Leave, Compensatory Time, Leave wWithout Pay

Except in the cases of the third and fourth exceptions listed above, supervisors retain the discretion to approve or deny use of annual leave, compensatory time, and authorized leave without pay for unscheduled absences. Supervisory approval does not mean an unscheduled absence will not be considered under this procedure. Excessive unscheduled absences are not appropriate whether or not accrued time is available and approved.

Requesting Time Off

As soon as you are aware that you will need time off for medical appointments or when you return to work after having been on an unanticipated absence due to illness, complete a *Department of Medicine Classified and Professional Staff Leave Request Form*.

A leave request should be turned in to your supervisor at 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 The following is a guideline for requesting annual leave:

RECOMMENDED ADVANCE NOTICE FOR LEAVE

Personal Holiday: 2 weeks (The Personal Holiday must be taken in its entirety and may not be partially taken or reported)

Annual Leave (Vacation) and Compensatory Time:

1-day notice for one-day leaves 2 weeks notice for 1-2 weeks leave
2 days notice for 2-day leave 1-month notice of leave of three or more weeks.
1-week notice for 3-5 days leaves

Sick leave: 2 days notice for non-emergency appointments. Advance notice in accordance with vacation notice schedule (above) for scheduled absences such as surgery and recovery.

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.

Policy for Reporting Unanticipated Absences

If you are sick and cannot come to work, call your immediate supervisor prior to your work shift so that the workload can be redistributed. 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 call for you is not acceptable, except in extreme situations. Report your absence to your supervisor or leave a message on voicemail if your supervisor is not available.

Phone Numbers for Reporting Absences

Supervisor: _____
Administrator: _____
Voicemail: _____

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

SECTION II. UNAUTHORIZED ABSENCE

Employees who do not report to work as scheduled must notify the employer in accordance with departmental procedures. The central point of contact is *(specify position or individual)*. Barring extraordinary circumstances, failure to provide the required notification within 2 hours of the scheduled start or return time constitutes an unauthorized absence. Additionally, failure to obtain supervisory approval for an unscheduled absence constitutes an unauthorized absence. Employees who are granted paid or *authorized* leave without pay (LWOP) for an unscheduled absence are not in violation of this section; an unauthorized absence should reflect *unauthorized* LWOP.

An unauthorized absence is serious misconduct warranting a strong response. For the first occurrence of up to 2 days, employees will not be paid for time absent and disciplinary action will begin at one step prior to dismissal. On the second occurrence or for an unauthorized absence that exceeds two days, dismissal is warranted.

It is recommended that supervisors attempt to contact employees who fail to notify management of their absence. During the first two days of absence, the supervisor should call the employee or emergency contact at the last known telephone number. If contact is not made by the third day, the supervisor should send a letter via certified mail to the employee's last known address requesting that the employee return to work.

SECTION III. LATENESS

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. *See Section II for further discussion.* If more than one year has passed between violations, corrective/disciplinary action will reissue at the same step.

Absences – No Call/ No Show

If you are absent without authorized leave from the job for a period of three working days, we may consider you to have resigned.

Examples of activities which may result in such actions include ***but are not limited to:***

- Failure to follow policy for reporting absences
- Tardiness
- Taking longer and/or extra breaks than those scheduled
- Taking longer lunches than scheduled
- Unauthorized absence from assigned work area
- Unauthorized absenteeism which results in leave without pay (*includes but is not limited to the above cited incidents, absences*)
- A pattern of absences falling on days before and after holidays, weekends, vacation days

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.

Temporary Modified Work Schedule

At the discretion of your supervisor, you may be granted a temporary modified work schedule. This schedule may allow employees, on a temporary basis, to rearrange their work schedule for time needed away from work. Consideration will be given to current business needs and various regulations regarding overtime. If authorized by your supervisor, employees working the regular or modified work schedules may be allowed to utilize this option.

Generally, a Temporary Modified Work Schedule is pre-arranged by submitting a Temporary Modified Work Schedule Request form and Leave Request form (attached) in writing to your supervisor. This written request must be turned in to your supervisor before beginning your daily routine. You should submit your request as far in advance as possible to allow for planning work assignments in your absence.

If you show a pattern of tardiness or have other attendance issues your request for a Temporary Modified Work Schedule may be denied. This work schedule is not available to the employees who have selected Option 3 (9/80 Compressed Work Week) of the Alternate Work Schedule. This is based on the complexity of scheduling and hours involved with the scheduled work week.

Making up Time

Making up time is a privilege granted on infrequent occasions where good reason is provided, and is at the discretion of the supervisor. If authorized by the supervisor, employees may be allowed to make up the time.

If you show a pattern of tardiness or have other attendance issues your requests to make up time may be denied, and you will receive leave without pay. This will be considered an unauthorized absence.

Generally, make up time is prearranged by submitting a request in writing to your supervisor. However, if you are late and wish to make the time up, you can request this in writing to your supervisor and include an explanation of the circumstances contributing to the tardiness. This written request must be turned in to your supervisor before beginning your daily routine.

Your supervisor will respond in writing whether your request is approved or not. If approved, you will be informed when you may make up the time and what work should be done during that time.

Generally, make-up time must be completed within the same pay period.