



## POLICY AND PROCEDURE

<b>Function:</b> Human Resources	<b>Policy Number:</b> THS 169
<b>Subject:</b> Attendance Control	<b>Distribution:</b> System-Wide
<b>Prepared By:</b> Vice President Human Resources	<b>Effective Date:</b> November 1, 2020 <b>Reviewed/Revised:</b>
<b>Approved By:</b> COO	<b>Approved By:</b> President/CEO

### STATEMENT OF PURPOSE:

Thomas Health jobs are interdependent and failure to report to work on time often delays the departure of another employee. Absenteeism and tardiness may seriously disrupt the flow of work and can cause an extra burden to co-workers. In an effort to insure adequate staffing and to provide corrective action when deemed necessary by management, Thomas Memorial Hospital, Saint Francis Hospital and Thomas Health Physician Partners (THPP) utilize an Attendance Control Policy.

### SCOPE AND RESPONSIBILITY:

Applies System-wide to include all Thomas Health employees.

### PROCEDURE:

Each employee must physically be present at their work area prior to clocking in or out of the ADP system. Clocking in/out for another employee is subject to discipline up to and including termination for both parties involved.

Call-ins on any hospital recognized holiday will require the employee to work the next holiday based upon hospital need.

Two unexcused absences within a twelve (12) consecutive month period will result in termination of employment. This will be considered a voluntary resignation and will be processed as such. The employment relationship will be considered as voluntarily severed by the employee.

Two consecutive days of no show/no call will result in termination of employment. This will be considered a voluntary resignation and will be processed as such. The employment relationship will be considered as voluntarily severed by the employee.

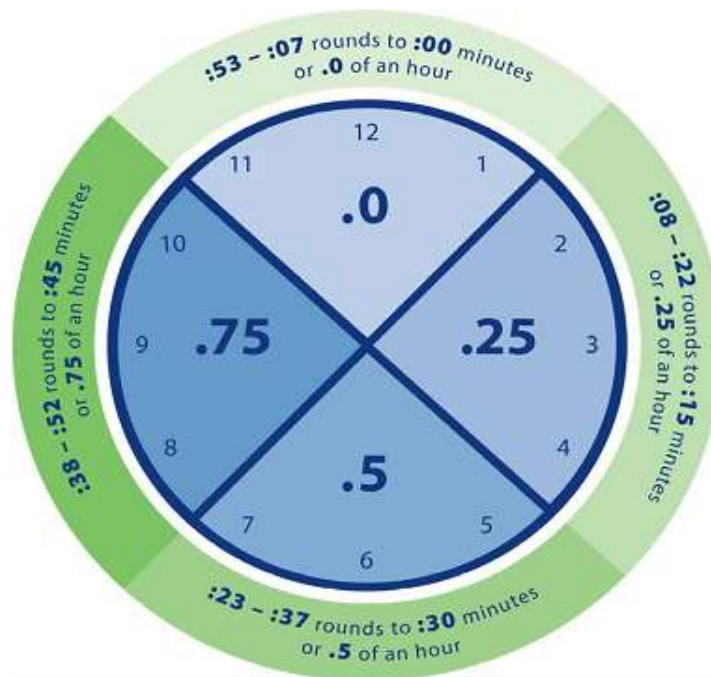
### DEFINITIONS:

#### Occurrence:

- Any single period of absence excused/unexcused (including sick time or suspension, unpaid sick time, failure to attend mandatory/scheduled educational offerings, etc.) regardless of duration. This excludes **approved** funeral, vacation, holidays, jury duty, lost time due to compensable injuries, a shift on which an employee is sent home by Employee Health due to work-related illness or injury, military leave, or any leave protected under FMLA.

- Three tardies and/or three occasions of failure to clock in/out, or a combination of these will equal one occurrence.
- If an employee does not work their regularly scheduled shift the day before, the day of, or the day after a hospital recognized holiday or the day before/after a scheduled day off, this incident will result in two occurrences of absence.
- Each occasion of failure to call in within the designated time frame equals one occurrence. If the employee does not report for the shift, it will be considered an unexcused absence.
- If an employee reports to work and leaves before the end of shift due to non-work related illness/injury, the hours will be counted as an occurrence.

Time is calculated according to the following:



**Excused Absence:** An excused absence will be granted only in situations which make it extremely difficult or impossible for the employee to report for work as scheduled. If an absence is to be excused, employees will be expected to notify their Supervisor or Director/Department Manager of any impending absences as far in advance as possible of the time assigned for reporting for work, and no less than the designated time frame. For Nursing personnel, refer to HR Policy “Nursing Staffing Procedure Guidelines” for definition of appropriate call-in times. Non-nursing employees working day shift are to report their intent to be absent no less than one hour in advance of their normal start time and no less than two hours in advance for employees working evening and night shifts. Excused absences are not to be interpreted as a means to extend a vacation or for time off that the employee would not otherwise be entitled. As stated above, an excused absence will count as an occurrence.

**Unexcused Absence:** Unexcused absences occur when the employee fails to timely notify their Supervisor or Director/Department Manager of their intent to be absent or when the absence was controllable and could have been avoided. Two unexcused absences within a 12 month period will result in termination of employment. As stated above, an unexcused absence will count as an occurrence.

**Tardy:** When an employee fails to report to work or clock in within seven (7) minutes after their scheduled start time, without prior approval from management.

### **Attendance Control Discipline Process**

**Step 1 – Verbal Warning:** If an employee has three occurrences within a six month period of time (or less), they will receive a verbal warning (documented in Performance Manager).

Note: The date of the first occurrence starts the initial six month period. The date the counseling is reviewed with the employee starts the next six month period.

**Step 2 – Written Warning:** If the employee has three additional occurrences within the following consecutive six month period of time (or less) after the verbal warning, they will receive a written discipline (documented in Performance Manager).

**Step 3 – Suspension:** In the event of three additional occurrences within the following consecutive six month period of time (or less) following the written disciplinary action, the employee will be suspended without pay for a total of 24 hours (documented in Performance Manager). The department manager will inform the employee that if absenteeism/tardiness continues and the employee has two more occurrences within the next six month period (or less), the employee will be terminated.

**Step 4 – Termination:** Employees having two additional occurrences within the following consecutive six month period (or less) following a suspension without pay will be terminated. All terminations will be discussed with Human Resources and documented in Performance Manager prior to discussing with employee.

Employees with attendance issues are expected to correct these issues on a sustained basis. Employees who improve their attendance beyond the time periods in these guidelines, then lapse back into further absences, may be brought back into the process at the appropriate discipline level, as determined by consultation between the Director/Department Manager and Human Resources.

It is the responsibility of each Director/Department Manager to regularly review the overall attendance record of each employee in the department and to initiate feedback in Performance Manager at the corresponding level based on absence history. Attendance issues must be addressed appropriately and timely by the Director/Department Manager.

Associated Policy: Time and Attendance System Guidelines