Department of Pediatrics
Time and Attendance Policy

The Department of Pediatrics expects all employees, faculty and staff, to maintain attendance at a level to accomplish all job performance expectations. Division Chiefs and supervisors shall ensure that a division time and attendance policy exists and are responsible for maintaining accurate attendance records for their assigned areas.

Division Chief and Supervisor Responsibilities:

- Communicate division expectations to all assigned employees.
- Ensure the Time and Attendance Policy is administered in a consistent and fair manner.
- Consider requests from employees for time off. Approve or Disapprove requests for time off using the Employee Leave Request Form based on staffing and operational needs, or frequency of absences.
- Monitor time and attendance of employees on an ongoing basis.
- Counsel employees, when necessary, about unacceptable attendance patterns and take appropriate action.
- Maintain current and accurate attendance records for all assigned employees to substantiate hours worked, leave time taken, unexcused absences, or other deviations to regular work schedule.
- Systematically track with appropriate documentation faculty leave (vacation, sick, professional development, and other absences).

Faculty and Staff Responsibilities:

- Demonstrate regular punctual attendance by adhering to regular work schedule.
- Obtain approval from Division Chief or supervisor in advance for deviations to regular work schedule.
- Attend to personal obligations outside of working hours.
- Seek prior approval for leave using the Employee Leave Request Form.
- Monitor own leave accruals and maintain sufficient leave accruals to cover absences.
- Maintain accurate record keeping as outlined in the Record Keeping section below.

Requests for Time off: Vacation, personal preference or other time off (professional development, compensatory time, funeral leave, etc.) must be approved in advance according to Division procedures using the Employee Leave Request Form, which can be downloaded at http://www.ped.med.utah.edu/pedsintranet/docs/leavepeds.pdf. However, approval of time off is contingent on staffing and operational needs as well as frequency of absences. Employees are expected to maintain sufficient leave accruals to cover their absences. If an employee demonstrates a pattern of excessive sick leave usage and is not on an approved leave under the Family Medical Leave Act (FMLA), regardless if sick leave accruals are available, this could be considered an abuse of sick leave and could be subject to disciplinary action. Failure to obtain advance approval or maintain sufficient leave accruals to cover absences may be considered unexcused absences and could be subject to disciplinary action.

Tardiness and Absences: Employees are expected to notify their Division Chiefs or supervisors, according to their Division’s, procedures whenever they are going to be late or absent due to illness. The phone call, however, does not excuse the employee of their responsibility to arrive at work on time.

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**Lunch Period and Breaks:** A lunch break should be taken each work day. The Department supports two paid rest breaks for non-exempt employees whenever operational needs permit. One break will be taken in the morning and one break will be taken in the afternoon. Breaks will not be used in conjunction with the lunch hour and cannot be saved up if not taken.

**Record Keeping:**

- Faculty leave will be systematically tracked with appropriate documentation by the Division.

- Non-exempt employees must record their time accurately in KRONOS to reflect the time worked each day to include the actual start and stop times, as well as the lunch break. All absences, corrections or exceptions will be recorded in KRONOS according to the Division’s procedures and should be adequately documented. Incorrect information entered into KRONOS is considered falsification of University records and could be subject to disciplinary action.

- Exempt staff must record all full and half-day absences in KRONOS (vacation, sick, personal preference, etc …). Absences are reported in full day or four (4) hour blocks.

- Non-exempt and exempt staff must approve their time in KRONOS at the end of each pay period.

**Overtime:** Non-exempt employees that work in excess of 40 hours during the work week will be compensated with overtime pay or compensatory time at the rate of time and one-half. Overtime is only permitted when it is operational essential and if it has been approved by the supervisor or Division Chief in advance. Employees who work overtime without the supervisor’s approval must be paid for hours worked, but may be subject to disciplinary action.

**Professional Development:** Faculty members are allowed up to 10 days for professional development each year. This includes academic meetings. Time must be requested and have prior approval by the division chief and must not compromise clinical work. The *Employee Leave Request Form* will be used to make this request.