The purpose of this policy is to promote the efficient operation of the Clinical Enterprise and to minimize unscheduled/unplanned absences. Punctual and regular attendance is an essential responsibility of each employee in the Clinical Enterprise. Employees are expected to report to work as scheduled, on time and prepared to start work. Employees also are expected to remain at work for their entire work schedule. Late arrival, early departure or other unplanned absences from scheduled hours are disruptive and must be avoided.

Any tardiness or unplanned absence causes problems for fellow employees and supervisors. When an employee is absent, others must perform the work, which diminishes the smooth functioning of the Clinical Enterprise.

**Manager and Supervisor Responsibilities:**
- Communicate time and attendance 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 *Time off Request Email Template* based on staffing and operational needs, or frequency of absences.
- Monitor time and attendance of employees on an on-going 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 staff leave (vacation, sick, personal preference, and other absences).

**Staff Responsibilities:**
- Demonstrate regular punctual attendance by adhering to regular work schedule.
- Obtain approval from manager/supervisor in advance for deviations to regular work schedule.
- Attend to personal obligations outside of working hours.
- Seek prior approval for leave using the *Time off Request Email Template*.
- Monitor own leave accruals and maintain sufficient leave accruals to cover absences.

**Requests for Time Off:** Vacation, personal preference or other time off (professional development, compensatory time, funeral leave, etc.) *must be approved in advance* using the *Time off Request Email Template*. 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.
Unplanned Absences: An unplanned absence is defined as an employee not showing up for their scheduled shift or notifying their manager the day of their shift that they will not be available to work. However, notification does not excuse the absence. The absence will be entered into Kronos as an unexcused absence.

The Clinical Enterprise standard for unplanned absences is 5 (five) times per rolling calendar year. Any unplanned absences above-and-beyond this number may be subject to disciplinary action.

Excessive Sick Leave Usage: 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) or other approved medical leave, 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. Examples of excessive sick leave usage include, but are not limited to:

- Taking sick leave every month – unplanned and planned
- Exhausting sick leave as soon as it is accrued
- Taking more sick time off than accrued
- Taking sick leave in conjunction with a day off
- Taking sick leave on the same day each week (i.e. every Monday, every Friday, etc.)

Tardiness: A tardy is defined as an employee who arrives to work after their scheduled start time.

Employees are expected to notify their manager if they will be tardy due to illness or other circumstances. This notification, however, does not excuse the employee of their responsibility to arrive at work on time.

Employees are expected to be on time to work. The clinical enterprise standard is 8 (eight) tardies per rolling calendar year. If the employee shows a pattern of tardiness, they may be subject to disciplinary action.

Lunch Periods and Breaks: A lunch break should be taken each work day. The Department supports two paid 15-minute rest breaks for non-exempt employees whenever workload permits, but breaks are not required. One break will be taken in the mid-morning and one will be taken in the mid-afternoon. Breaks will not be used in conjunction with the lunch hour and cannot be saved up if not taken.

Record Keeping:

- Non-exempt employees must clock in and clock out with their ID badge to accurately record the time worked each day. All absences, corrections or exemptions will be recorded in KRONOS by the employee’s manager.
- 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:** Overtime is only permitted when it is operational essential and if it has been approved by the manager in advance. Employees who work overtime without the supervisor's approval must be paid for hours worked, but may be subject to disciplinary action.