



<b>Title: Attendance and Tardiness</b>	
<b>Author: VP Chief Human Resource Officer</b>	<b>Effective Date: 8/1/2022</b>
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**POLICY:**

It is the policy of all companies within the Carson Tahoe Health System to maintain consistent and reasonable standard of attendance and punctuality, which is applicable to all employees and uniformly enforced by the management team.

**PURPOSE:**

To ensure the ability of the organization to meet the needs of the patients, family members and others served by providing an appropriate level of staff and a reliable work force.

**PROCEDURE:**

1. Definitions

a. Absence

i. Scheduled absences are those which are for the most part planned for in advance and approved by the appropriate supervisor with ample time to provide for appropriate staffing. Employees must promptly submit applicable forms or paperwork for these absences. This includes the following:

1. Approved Paid Time Off (PTO) requests.
2. Time away from work as requested by the employer to accommodate lower census or workload.
3. Bereavement Leave
4. Military Leave of Absence
5. Approved Education Time
6. Jury duty
7. Approved Family and Medical (FMLA) Leave of Absences
8. An absence associated with a Workers Compensation Insurance claim

ii. Unscheduled absences are those which are not planned for and not approved in advance by the appropriate supervisor.

- b. Tardiness - An incidence of tardiness occurs when an employee is not at the appropriate station ready for work at their scheduled start time. Each incidence of tardiness will count as 0.5 (half) of an occurrence of absence.
- c. Early Departure - An incidence of early departure occurs when an employee needs to leave work prior to the scheduled shift ending. This does not include shifts where the company flexes the employee to accommodate lower census or workload. A typical instance of early departure will count as 0.5 (half) of an occurrence of absence. If an employee reports to work with illness symptoms, employee will be sent home and a 1.0 (full) occurrence will be recorded.
- d. Occurrence – An occurrence is an incident when an unscheduled absence, early departure or tardy occurs. An unscheduled absence is one occurrence (multiple consecutive days for the same reason is counted as one occurrence). A tardy is half of an occurrence. A typical early departure is half of an occurrence. An early departure after presenting to work with illness symptoms is one occurrence. The number of occurrences are totaled to determine whether the employee is subject to disciplinary action.
- e. Rolling Twelve Month Period - Attendance is monitored on a rolling twelve month basis. The rolling twelve months begins with the most current occurrence of absenteeism or tardiness and looks backward for a twelve month period to determine the number of occurrences.

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- f. Notification Requirements - Unless otherwise specified in a departmental policy, employees are required to personally call and report an absence to their supervisor/manager or the House Supervisor (CTRH) or other designated individual two hours or more before the start of the shift.
  - g. No Call No Show - An incidence of No Call No Show occurs when an employee fails to comply with expectation that an employee will call in if not coming to work and fails to appear at work without proper notification to their supervisor. Employees are required to notify the department or House Supervisor for nursing two hours prior to the scheduled shift start time unless department protocol identifies a different process.
  - h. No Fault Policy - CTHS's attendance policy is a no fault policy. The reason for absence (other than certain legal requirements such as FMLA and Military Leave of Absence) is not considered in the administration of the policy.
- 2. Returning to work after any illness, employees may be required to provide written documentation from their medical practitioner to certify that an illness did occur and the employee is medically cleared to return to work. Extended periods of time off may be eligible for Leave of Absence.
  - 3. Disciplinary Guidelines - Each manager/supervisor is responsible for and accountable to monitor the attendance of the staff in their assigned areas. Attendance is typically monitored using the rolling twelve month period but under special circumstances other standards may apply.
    - a. General Guideline

Number of Occurrences	Disciplinary Action
4	Documented Verbal Warning
5	Written Warning
6	Final Written Warning with the possibility of Suspension, at the discretion of management and People Resources, and placed on a 90- day improvement plan. If an employee has another unscheduled absence or tardy within 3 months of receiving this disciplinary level, regardless of the number of occurrences in the last 12 months, the employee will be terminated.
7	Termination

- b. Special Circumstances
  - a. No Call No Show
    - i. One day No Call No Show   Final Written Warning and possible Suspension
    - ii. Second No Call No Show  
      Within a 12 Month Period   Termination
    - iii. Two consecutive days No Call  
      No Show   Termination for job abandonment
  - b. Patterned Absenteeism - The rolling twelve month period may not apply in the situation where an employee demonstrates a pattern of attendance problems. Specific standards will be developed and clearly communicated to these employees on a case by case basis.
  - c. Employees on a final written warning - Employees who receive a final written warning will be held to a higher standard for attendance. More than 1 occurrence of absence in the 90 days following the suspension may result in termination regardless of the number of occurrences in the twelve month rolling period.