



<b>POLICY NUMBER</b>		<b>202</b>
<b>ORIGINAL DATE:</b>		<b>07/01/2003</b>
<b>REVISED DATE:</b>		<b>05/12/2017</b>
<b>REVIEW/EFFECTIVE DATE:</b>		<b>05/12/2017</b>
<b>TITLE:</b>	<b>EMPLOYEE ATTENDANCE</b>	

**POLICY** It is the policy of CHI St. Vincent to require employees to maintain good attendance habits in order to minimize any disruption of work. An employee’s overall availability for work is regularly monitored with occurrences issued for each instance of unscheduled unavailability.

The following process governs employee attendance. Instances of unauthorized unavailability are not allowed. Violations of this policy will result in corrective action, *up to and* including discharge.

**DEFINITIONS** **Absences/Absent** – Sick days, emergency personal days, absence of two or more hours or failing to come to work at all.

**Scheduled Absence** – Excused absences are times when it benefits the system: when the manager requests that an employee leave early or not come in for a scheduled shift, hospitalization, leaves of absences which qualify for leave under the Family and Medical Leave Act (FMLA), or prearranged and approved PTO or EIB time. Additionally, excused absences consist of pre-arranged vacation, personal holidays or jury duty as well as bereavement leave (see CHI policy on My Handbook).

**Tardy** – Reporting to work eight (8) minutes but less than two hours beyond the assigned starting time is considered tardy. Employees are not docked pay until they are greater than 7 minutes tardy, at which time they will be issued an occurrence.

**Pattern Unavailability** – When an employee demonstrates a pattern of absences and/or tardiness. The types of patterned unavailability include, but are not limited to the following:

- Absences and/or tardiness on scheduled weekends (Saturday, Sunday or both).
- Absences and/or tardiness the day before and/or the day after scheduled holiday or rest day.
- Absences and/or tardiness the day of or after payday.

**Employee Attendance**

*ANY PRINTED COPY OF THIS POLICY IS ONLY AS CURRENT AS OF THE DATE IT WAS PRINTED; IT MAY NOT REFLECT SUBSEQUENT REVISIONS. REFER TO THE ON-LINE VERSION FOR MOST CURRENT POLICY.*

*USE OF THIS DOCUMENT IS LIMITED TO CHI ST VINCENT STAFF ONLY. IT IS NOT TO BE COPIED OR DISTRIBUTED OUTSIDE THE INSTITUTION WITHOUT ADMINISTRATIVE PERMISSION.*

- Using sick leave as rapidly as it is accrued, especially if it is used one day at a time.
- Coincidence of being off for several scheduled days and also incurring additional unscheduled days off.
- Continued failure to clock in or clock out.

No occurrences will be recorded for absence or tardiness due to approved family and medical leave.

#### COMMENTS

- This policy does not amend or supersede any obligations of the Health System or the employees under the collective bargaining agreement (CBA).
- Scheduled absences must be arranged as far in advance as possible and in compliance with the provisions of departmental policy. (RNs refer to CBA, Article 22, Section 22.1)
- Employees must use designated clocks and report to their assignments on time and as scheduled.
- Employees are not permitted to clock-in then proceed to park their car. Such acts will result in immediate disciplinary action.
- Unless otherwise specified in the collective bargaining agreement or departmental policy, the minimum acceptable notice of absence is one hour before the employee is scheduled to report; however, departments requiring additional notice for service requirements may increase this minimum.
- Employees with unscheduled absences, and who fail to report to work at their scheduled reporting times will be subject to corrective action. All absences subsequently approved as family and medical leave will not result in corrective action.
- Employees will be automatically subject to corrective action for pattern absences, tardiness or a continued failure to clock in or out.
- An absence for one or more consecutive days due to the employee's illness will be considered one occurrence. However, no occurrence will be recorded for absences due to an approved family medical leave.
- Absences for reasons other than employee illness, or covered by family medical leave will be considered single occurrences for each absence.
- A leader may ask for a doctor's excuse if an employee is absent due to illness three (3) or more consecutive workdays.
- The department director or designee may explicitly authorize an employee to report to work later than the regularly scheduled time, or to depart from work earlier than the regularly scheduled time without an occasion of absence being recorded. Any/All such deviations must be properly documented. A manager's failure to document such instances will be grounds for disciplinary action.

#### Employee Attendance

2

*ANY PRINTED COPY OF THIS POLICY IS ONLY AS CURRENT AS OF THE DATE IT WAS PRINTED; IT MAY NOT REFLECT SUBSEQUENT REVISIONS. REFER TO THE ON-LINE VERSION FOR MOST CURRENT POLICY.*

*USE OF THIS DOCUMENT IS LIMITED TO CHI ST VINCENT STAFF ONLY. IT IS NOT TO BE COPIED OR DISTRIBUTED OUTSIDE THE INSTITUTION WITHOUT ADMINISTRATIVE PERMISSION.*

- No employee is permitted to clock out during his/her regularly scheduled shift unless he/she is authorized to do so because of personal illness or bona fide emergency.

## PROCEDURES

### *Absence*

An employee, who is absent because of illness for one (1) or more consecutively scheduled workday(s), then returns to work for one (1) shift or less and is then off again for the same illness, will have the entire absence counted as one (1) occurrence.

### **Employees will be issued occurrences as follows for all unscheduled absences:**

- 4 occurrences in any 12-month period = oral warning
- 5 occurrences in any 12-month period = written warning
- 6 occurrences in any 12-month period = final warning
- 8 occurrences in any 12-month period = termination of employment

### **Occurrences will be counted within a rotating 12-month period.**

Demonstrated compliance with the attendance plan is essential for continued employment. Failure to do so will result in termination. All disciplinary actions will remain part of the permanent file and will be considered in future employment decisions.

Employees failing to give advance notice prior to the start of the shift according to departmental policy for reporting absences will be subject to disciplinary action. **If an employee calls in on a holiday for which differential is payable or calls in on his/her last scheduled workday immediately before or first scheduled workday immediately after such a holiday, two (2) occurrences will be incurred.** A call-in on any other holiday for which holiday differential is **not** payable or on scheduled workdays surrounding such other holidays shall count as a single occurrence.

**Payment** – Employees are automatically paid a PTO if they call in absent for a scheduled shift (if the employee is eligible for PTOs at the time), and if there are PTO hours available. Employees who are **not** eligible for PTOs or have an insufficient number of hours will be given an Unpaid Absence.

### *Probationary Period*

An employee who receives three (3) occurrences during his or her probationary period will be terminated, except in cases of extreme mitigating circumstances.

### *Patterns of Absence*

Patterns of absence/tardiness may be addressed regardless of the number of occurrences. Patterns can be identified as use of PTO time as quickly as it is accrued, absences adjacent to weekends, holidays, days off, paydays or on

## Employee Attendance

3

**ANY PRINTED COPY OF THIS POLICY IS ONLY AS CURRENT AS OF THE DATE IT WAS PRINTED; IT MAY NOT REFLECT SUBSEQUENT REVISIONS. REFER TO THE ON-LINE VERSION FOR MOST CURRENT POLICY.**

**USE OF THIS DOCUMENT IS LIMITED TO CHI ST VINCENT STAFF ONLY. IT IS NOT TO BE COPIED OR DISTRIBUTED OUTSIDE THE INSTITUTION WITHOUT ADMINISTRATIVE PERMISSION.**

weekends when the employee is scheduled to work on those days. Patterns could also be a continued failure to clock in or out.

Management personnel who fail to report to work on inclement weather days will be issued two occurrences.

*Tardiness*

**Employees will be issued occurrences for tardiness as follows:**

- 6 occurrences in any 12 month period = oral warning
- 8 occurrences in any 12 month period= written warning
- 10 occurrences in any 12 month period= final written warning
- 12 occurrences in any 12 month period= termination

Human Resources is responsible for the interpretation, application, administration and approval of any variances to this policy.

**Employee Attendance**

4

**ANY PRINTED COPY OF THIS POLICY IS ONLY AS CURRENT AS OF THE DATE IT WAS PRINTED; IT MAY NOT REFLECT SUBSEQUENT REVISIONS. REFER TO THE ON-LINE VERSION FOR MOST CURRENT POLICY.**

**USE OF THIS DOCUMENT IS LIMITED TO CHI ST VINCENT STAFF ONLY. IT IS NOT TO BE COPIED OR DISTRIBUTED OUTSIDE THE INSTITUTION WITHOUT ADMINISTRATIVE PERMISSION.**