

Attendance and Punctuality HR.A15

Regulation(s):
L-Tag(s):

None
None

POLICY: Hospice employees are expected to be reliable and punctual in reporting for scheduled work.

DEFINITIONS:

Scheduled Absence: any absence from work that is requested during regular business hours, at least 72 hours prior to the date and is approved by the department supervisor.

Unscheduled Absence: any absence from work that is not submitted as a request, during regular business hours, at least 72 hours prior to the date of absence.

Episode: an episode of absence includes all consecutive days of a single illness or event that require time away from work.

PROCEDURE:

1. Employees are expected to report to work on time and engage in carrying out their duties during all scheduled work hours, required on-call, back-up and overtime as requested.
2. When an employee cannot avoid being late to work or is unable to work as scheduled, the employee notifies his/her supervisor no later than two hours prior to scheduled work time if unable to call sooner. Clinical staff will report lateness/absence directly to the administrator on call or working supervisor; office staff will leave a message with triage when calling in outside of normal business hours or will call supervisor directly during normal business hours.
3. A message left with co-workers, communication with another unauthorized personnel, text messages or voice mail messages are not acceptable as notification. It is the employee's responsibility to obtain all necessary contact telephone numbers and speak with the appropriate person.
4. When an employee is absent for three (3) or more consecutive scheduled days due to illness, a physician's statement is required to certify that the employee is able to return to work with or without restrictions.
5. Poor attendance and/or excessive tardiness may lead to disciplinary action, up to and including termination of employment.

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6/18	2/19	6/22	4/2019
Reviewed:	Reviewed:	Reviewed:	Reviewed:
6/22			

Lifesong Hospice and Palliative Care

Human Resources Policies and Procedures

6. More than three (3) episodes of unscheduled absence in a 90-day period, or more than six (6) episodes of unscheduled absence in a rolling twelve-month period, are considered excessive absence and will result in disciplinary action up to and including termination.
7. All time off will be automatically deducted from the employee's PTO bank. If the PTO bank is exhausted, then the employee will be required to be off without pay. Employees may not choose to take time off without pay unless their PTO bank is exhausted.
8. Employees who do not report for work for three consecutive days without giving proper notice will be considered as having voluntarily resigned.

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