

BAPTIST HOSPITALS OF SOUTHEAST TEXAS	
Policy Manual:	Human Resources
Policy Number:	HRF3.1.0014
Original Date:	January 2002
Review Date:	09/12, 06/15, 05/18
Reviewed By:	Chief Human Resources Officer
Revision Date:	09/11, 05/18
This Policy Supercedes:	January 2002
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SUBJECT: ATTENDANCE AND PUNCTUALITY POLICY

POLICY STATEMENT

To maintain a safe and productive work environment, the facility expects employees to be reliable and punctual in reporting for scheduled work. Absenteeism and tardiness place a burden on the facility, various departments and on other employees. Operational and scheduling needs of the facility and/or departments may require establishing additional attendance and punctuality standards in accord with those outlined below, as long as they are not in conflict with the purpose of this policy. Chronic absenteeism and tardiness is disruptive. Either may lead to corrective action, up to and including termination of employment.

Definitions:

1. “Absence”: Employees are considered absent from work when not available for the assigned work schedule regardless of the reason.
2. “Scheduled Absences”: A scheduled absence occurs when an employee has arranged in advance and has been granted supervisory approval to be absent from work. Examples of scheduled absences are vacation, medical appointments, holidays, a leave of absence (including FMLA), an occupational injury, jury duty, or military duty, etc.
3. “Unscheduled Absences”: Any absence not requested and approved in advance (e.g. call-in sick). An unscheduled absence may involve consecutive days. However, only the first day will be viewed as unscheduled provided the employee follows the specific facility and/or department policy regarding calling in to inform the supervisor of his/her status as described in point D of the General section of this policy.
4. “Chronic Absenteeism” is defined as seven (7) or more unscheduled absences in any consecutive twelve (12) month period.
5. “Chronic Tardiness” is defined as twelve (12) or more late arrivals during in rolling (12) month period. Employee is considered tardy when he/she fails to report to the assigned work area after (8) minutes of the scheduled time, including reporting late after break or meal periods. A late arrival of one (1) hour or more will be considered an unscheduled absence.
6. “Tardy”: Employees are considered tardy to work when they have not punched in within (8) minutes after their scheduled shift.
7. “Punching In”: When punching in, Employees will not punch in more than 7 minutes prior

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- to or after scheduled shift start.
8. “Punching Out”: When punching out, Employees will not punch out more than 7 minutes prior to or after scheduled shift end.
 9. “No-Call/No-Show” is an absence from your scheduled day of work without properly notifying your supervisor/manager and performing call in procedures.

GENERAL

- A. Employees are expected to report to work during inclement weather conditions unless doing so could result in harm to the employee. Employees should plan for situations of inclement weather. Inclement Weather is not an excusable tardy or absence.
- B. Employees who have (1) No-call/No-show will be issued a Final Warning. Employees who are no-call/No-show (2) days in a rolling 12 months will be considered to have voluntarily resigned without notice.
- C. Employees who report to work without proper equipment or in improper attire may not be allowed to work. Employees, who report for work in a condition deemed not fit for duty, whether for illness or any other reason, will not be allowed to work.
- D. If, for any reason an employee cannot report for work as scheduled, he/she will contact his/her supervisor (or designee) in accordance with facility and/or department policy. The employee is expected to call-in daily to inform the supervisor of his/her status. Absences should be called in a minimum of two (2) hours prior to the scheduled shift start time, or as specific department policies dictate. If an employee fails to meet the notice requirement, they may not be entitled to use paid/accrued time off.
- E. Employees who are absent for medical reasons for three (3) working days or longer are required to have a medical release from their personal/treating physician to return to work. Employees who are absent less than three (3) working days may be required to have a medical release to return to work at the discretion of the supervisor or manager. Employees experiencing serious, ongoing medical problems may be eligible for Family Medical Leave (FMLA). For additional information regarding FMLA, contact the Human Resources Department.
- F. Employees who do not report to work on a holiday or during a holiday period due to personal illness will be required to provide a medical release to be entitled to use paid/accrued time off. The identified holidays are as follows: New Year’s Day, Easter, Mother’s Day, Memorial Day, Father’s Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Eve, Christmas Day, and New Year’s Eve

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- G. In the case of absence due to injury (either on or off duty), a medical release to return to work is required.
- H. When, because of illness or emergency, the employee must leave his/her work area after reporting for a shift, the employee must notify the supervisor on duty. Failure to give notice may result in disciplinary action and/or an unpaid absence.
- I. Partial Shifts: Employees who work 2/3rd or more of their scheduled shift will not accumulate an unscheduled absence if they must leave work due to illness, injury or emergency.

PROCESS

The following procedure is to be followed for disciplinary action for Unscheduled Absences and Tardies and No-call/No-shows to include 90 Day Orientation period.

No-Call, No-Show	Unscheduled Absences and Tardies (90 Day Orientation Period)	# of Unscheduled Absences (rolling 12 months)	# of Tardies (rolling 12 months)	Documented Actions Taken
		1-3	1-2	Within policy (no action necessary)
		4	3	Verbal Warning
	1	5	6	Written Warning
1	2	6	9	Final Warning approved by HR
2 Considered Voluntary Resignation	3	7	12	Termination approved by HR

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RESPONSIBILITIES

A. Employees

1. Personally notify the supervisor (or designee) at least two (2) hours before the start of the shift or as soon as possible in advance of the anticipated absence or tardiness as required by facility and/or department policy, and provide the reason for the absence or tardiness and the anticipated date or time of return to work.
2. Leaving a message with someone other than the employee's supervisor (or designee) is not acceptable.

B. Departmental Management

1. Record all absences and tardiness.
2. When absenteeism or tardiness on the part of the employee begins to interfere with the functioning of the department, take appropriate corrective action, up to and including termination of employment. Adhere to the following guidelines:
 - a. Request, if appropriate, a physician's statement confirming the need for the absence.
 - b. Notify Human Resources immediately regarding any unreported absences of two (2) or more consecutive scheduled workdays.

C. Human Resources

1. Consult with supervisor on appropriate corrective action for chronic absences and/or tardiness.
2. Assess whether the reason for chronic absenteeism qualifies under the Family Medical Leave Act.