I. Purpose:

To provide expectations for employment and clarify actions for non-compliance based on the premise that patient care is a 24-hour/7 days a week service which must be provided in a timely manner to meet the needs of our patients.

II. Scope:

Employees of respiratory care are expected to abide by Hospital Administration’s Attendance/Tardiness policy unless otherwise specified in this Department of Respiratory Care Attendance/Tardiness policy; the sections listed in this policy supersede those of Hospital Administration’s policy.

III. Definitions:

B. Tardy – Clocking in 5 minutes or later after the actual start of shift. Exempt employees do not clock, but are expected to be at work at the start of a normal workday.

E. Absence occurrence – Absences are evaluated on a rolling 12-month period measured backward from the date of the occurrence. An occurrence is any set of circumstances that cause an employee to be absent, not each individual day missed. Time off qualifying under FMLA, jury duty, military duty, bereavement, or any other approved leave of absence are NOT considered occurrences when evaluating excessive absenteeism. Occurrences are counted for attendance pattern recognition and/or possible disciplinary action in holding employees accountable for dependence and timeliness in the workplace. Employees who report to work, but work less than half their shift will be considered absent. Although a 5-minute grace period exists to allow for the occasional unexpected delay, employees are expected to be at work at the beginning of their shift and remain at work until the end of their shift. Leaving work before the end of the assigned shift without pre-approval is a violation of policy for which progressive discipline will be administered.
IV. Procedure/Implementation:

A. Employee:

1. d. Absence occurrences that occur on a scheduled weekend must be made up as per departmental policy. Absences that occur on a scheduled weekend may be required to be made-up on another weekend shift within the first eight weekends after the occurrence. The weekend begins at 07:00 on Friday and lasts through 07:00 on Monday. The employee’s midweek schedule may be changed to accommodate the make-up weekend. At minimum, employees may have to work the equivalency of the missed hours, but may be required to work up to a full twelve-hour shift.