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Purpose:

The purpose of this policy is to define the Medical Center's description of absenteeism and tardiness. This policy also reviews what would happen should an associate exceed the parameters as set forth in this policy.

Policy:

The Medical Center operates under the general assumption that each associate contributes to a healing, caring environment that promotes quality healthcare in our community. Within the context of the Medical Center's vision and values, SMMC strives to foster a positive and productive work environment. The work environment reflects trust in the integrity of each associate and recognizes that individual commitment contributes to the overall success of the organization.

In order to establish and maintain a standard for associate attendance that is consistent with a positive and productive work environment, each case regarding the attendance policy will be reviewed on an individual basis. Under certain extenuating circumstances, and at the discretion of the manager, certain absences may be excluded for the purpose of monitoring attendance.

If attendance issues interfere with patient care delivery, compromise service, or disrupt the work environment, the disciplinary process may be initiated or advanced.

Definition:

Absence: For the purpose of this policy, a period of absence is any hours of a scheduled/assigned shift missed by the associate. A "period of absence" is defined as up to three consecutive shifts. Nonconsecutive absences, regardless of duration, will be considered as separate "periods of absence." A leave of absence taken under the FMLA will not be considered as a period of absence.

I. Absences

- A. Associates must report for work and be present throughout their shift as scheduled or directed by their supervisor. Absences and tardiness seriously impair the ability of the Medical Center to provide services. Excessive absenteeism or tardiness, regardless of the reason, may result in termination.
- B. Employees will be expected to notify their department head of any impending absence as far in advance as possible. Notice must be given no later than the beginning of the scheduled work shift. If an employee fails to give timely notice, the absence will be considered unreported (*no call/no show*).
- C. Additionally, each associate when absent, is expected to notify the director, manager or supervisor each day of the absence unless prior arrangements have been made. At this time, the

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associate should notify their supervisor of the reason and the expected duration of the absence. Failure to meet this daily notice requirement will result in the absence being considered unreported (*no call/no show*) and the Medical Center applying disciplinary action, up to and including termination.

- D. Absences on or immediately before or after holidays, weekends and scheduled vacations will be subject to appropriate counseling and discipline by the Medical Center.
- E. An associate's failure to report for work or notify their supervisor of their absences in a timely manner for two consecutive or three nonconsecutive days, in any "rolling" six-month period will result in termination.

II. Disciplinary Action Plan

Any disciplinary action may be taken at the discretion of the Medical Center based upon all of the circumstances involved and in consideration of the associate's overall work record. If the manager determines that disciplinary action is necessary, the following action plan will be followed:

- A. Three (3) periods of absence within a continuous 6-month period results in a written notice.
- B. Four (4) periods of absence within a continuous 6-month period results in a one-day suspension.
- C. Five (5) periods of absence in a continuous 6-month period results in termination.

III. Tardiness

- A. Six (6) tardies within a six-month period will result in a verbal coaching.
- B. Eight (8) tardies within a six-month period will result in a written notice.
- C. Ten (10) tardies within a nine-month period will result in a one-day suspension.
- D. More than 12 tardies within a 12-month period will result in termination.

IV. Documentation

Any of the following actions may be taken at the discretion of the Medical Center, based upon all of the circumstances involved. A Corrective Action form will be completed and forwarded to Human Resources.

- A. **Verbal Coaching:** Verbal coaching with the associate citing a violation of standards, policies or procedures or unsatisfactory job performance. The discussion will review expected future conduct or performance.

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- B. **Written Notice:** A formal written notice to the associate citing a violation of standards, policies or procedures, or unsatisfactory performance. The notice will state expected future conduct or performance and will be placed in the associate's Human Resources file.
- C. **Imposed Probation:** Associates may be placed on imposed probation for one to three months. Human Resources consultation will be obtained before action is taken. Associates who fail to respond to guidance during or upon completion of their imposed probation are subject to termination. Merit increases will not be given to an associate during the period of imposed probation review, but other associate benefits will not be affected.
- D. **Disciplinary Suspension:** Associates may be suspended from duty by their supervisor or department head, in consultation with Human Resources, for one to five days. Disciplinary suspension will be without pay, and Paid Days Off (PDO) may not be used during this period. All other employment benefits will continue to be in effect.
- E. **Termination:** A termination of employment that is initiated by the Medical Center.

Approved by: Brad Hoffman, Executive Director, Human Resources; Samuel H. Turner, Sr., President/CEO
Reviewed by: Brad Hoffman, Executive Director, Human Resources; Operational Leadership Team (11-10-10)
Replaces: Policy 804.1 dated 10-1-97 (policy renumbered to HR.807, no revisions made), HR.807 revised 2-12-03, 12-8-04, and 2-18-08
References:
