

 Kaleida Health POLICY	Title: Time and Attendance	# HR.305
	Owner: Human Resources	Issued: 12/15/00
Keywords: KRONOS, time, attendance		

I. Statement of Purpose

Regular attendance and dependability are critical to providing excellent and consistent quality in all of the services we deliver to our customers. It is the policy of Kaleida Health to require employees to report to work punctually and to work all scheduled hours and any required overtime. Excessive tardiness and poor attendance disrupt workflow, create a burden on fellow employees and compromise our ability to provide critical medical care to our patients. Employees are expected to be engaged in carrying out their duties during all scheduled work times and should be ready to begin working at their scheduled starting time. Supervisors are expected to document all absences, tardiness and early departures. It is further recognized that there are occasions when an employee may be off work for illness or other reasons beyond his or her control or may not be able to work at the start of his or her scheduled shift. This policy sets forth the expectations for all employees regarding regular attendance and punctuality.

II. Audience

This policy and procedure applies to all employees (union and non-union) in Kaleida Health. Union employees should refer to their Collective Bargaining Agreement for additional information.

III. Instructions – (Outline necessary steps for consistent completion of process/ procedure)

- A. All employees are required to notify their department (2) hours in advanced of their scheduled shift if they are not going to report to work or if they know they will be reporting late.
- B. The following procedure will apply to employees who are absent from work. In applying the penalties set forth below, it is understood that every employee is allowed six (6) unscheduled absences per calendar year without penalty unless the employee has already received a verbal warning for violation of this policy. Any use of these six (6) days per calendar year, shall not be counted as an absence for the purpose of moving to any level of discipline below:
 - 1. After six (6) days of absence in any calendar year, his or her supervisor will counsel an employee. No record of this counseling will be placed in the employee’s personnel file, but may be maintained in the supervisor’s anecdotal file.
 - 2. After seven (7) days of absence in any calendar year, an employee will receive a verbal warning. A copy of said verbal warning will be placed in the employee’s personnel file and remain there for a twelve (12) month period from the date of the last absence. If there are no additional unscheduled absences in this twelve (12) month period, the employee will be allowed to utilize a pro-rated number of unscheduled absences for the remainder of that calendar year without penalty.
 - 3. If an employee is absent for an eighth (8th) day within any calendar year, he or she shall receive a written warning for excessive absenteeism. A copy of said

warning will be placed in the employee's personnel file and remain there for a twelve (12) month period, from the date of the last absence. If there are no additional unscheduled absences in this twelve (12) month period, the employee will be allowed to utilize a pro-rated number of unscheduled absences for the remainder of that calendar year without penalty.

4. Once an employee has received a written warning as set forth in paragraph "3" above, the next day of absence in the twelve (12) month period, from the date of the last absence, will result in a one (1) day suspension without pay. The day of the call in will be considered the day of suspension if no PTO hours have been paid. If there are no additional unscheduled absences in this twelve (12) month period, the employee will be allowed to utilize a pro-rated number of unscheduled absences for the remainder of that year without penalty.
 5. Any employee who has received a suspension without pay pursuant to paragraph 4 above and is absent one (1) day more in the next twelve month period, will be suspended pending administrative review of the employees complete attendance record. **Note:** If after the administrative review has been completed, the Employer determines termination is warranted, the employee will be terminated.
 6. It is further understood that none of the aforementioned steps may be skipped and the failure of a supervisor to take action as set forth will advance the days, which trigger any particular level of action.
 7. Finally, an employee will be offered union representation (if applicable) at each step of the procedure outlined above.
- C. The following absences shall not be counted as occurrences of absence in applying discipline under this Article:
1. Pre-approved paid time off;
 2. Approved leave of absence;
 3. Excused absence with pay for bereavement, jury duty, military service and time off for union business;
 4. Other excused absence approved in advance by departmental managers;
 5. Absence caused by a certified work related illness or injury as defined by the NYS Workers' Compensation Law and Board.
 6. Absence for an illness or injury which qualifies for, and for which an employee receives New York State Disability benefits (including statutory waiting period of seven (7) calendar days for receipt of disability benefits);
 7. Absences covered by the Family Medical Leave Act;
 8. Any day for which ESB utilization is allowed.
 9. For absences as follows:
 - a. Employee is confined as an in-patient in a hospital
 - b. Employee has outpatient surgery under anesthesia in hospital surgical suite, free standing surgical center, or in a physician or dental office (excluding routine tooth extractions or dental work); employee may be required to submit documentation in support of this exception
 - c. Suffers and injury which requires treatment by a physician with a written statement verifying the injury and circumstances

- d. Is sent home or is banned from working as a result of infection control such as, but not limited to instances which have been contracted at work such as pink eye, scabies, chicken pox, etc.
- D. Employees who do not report to work and who do not call in to their immediate supervisor to report the absence will be disciplined in accordance with Article 62, Progressive Discipline and Remediation.
- E. An employee will be considered tardy when he or she arrives for work after the employee's regularly scheduled starting time. The following procedure will be utilized in cases of employee tardiness:
 - 1. An employee who is tardy for a period of five (5) minutes or less will not have that instance of tardiness held against them for the purpose of moving to any level of discipline procedure outlined below. Employees will not lose pay for a tardiness of five (5) minutes or less.
 - 2. An employee who is tardy more than five (5) times in a three (3) month period will receive a counseling. No record of this counseling will be placed in the employee's personnel file, but may be maintained in the supervisor's anecdotal file.
 - 3. A second counseling will occur if an employee is tardy an additional two (2) times in the next sixty (60) calendar days.
 - 4. One (1) additional tardiness in the next sixty (60) days for any employee will result in a written warning being placed in the employee's personnel file.
 - 5. An employee who is tardy again in the next sixty (60) days will be suspended for two (2) days without pay.
 - 6. Another instance of tardiness in the ninety (90) days following the return of the employee from his or her two (2) day suspension without pay will result in termination.
 - 7. It is understood that an employee will be offered union representation (if applicable) at each step of this procedure.
 - 8. None of the steps set forth in this Section E, paragraphs 2 through 6 may be skipped.
- F. If an employee does not have another instance of tardiness during the time frames set forth above, they will go back to the immediate prior step for the purpose of progressive discipline. (i.e. Employee receives a written warning on July 1 and is not tardy again until October 1, employee moves back to step 3. If the employee is not tardy again within the next sixty (60) days the employee will return to step 2. Any written record of discipline for tardiness placed in an employee's personnel file will be removed after the appropriate time frames listed in all steps above

IV. Approved by - (Include date)
 Senior Vice President, Human Resources 1/09, 1/12
 Corporate Policy Approval Committee 1/12

V. References (Include evidence based research, Kaleida Health policy, and regulation as applicable)

Version History:

Effective Date:	Reviewed/ Revised
11/21/16	Reviewed no changes
12/11	Revised
1/09	Revised
10/07	Reviewed no changes
8/05	Revised

Kaleida Health developed these Policies, Standards of Practice, and Process Maps in conjunction with administrative and clinical departments. These documents were designed to aid the qualified health care team, hospital administration and staff in making clinical and non-clinical decisions about our patients' care and the environment and services we provide for our patients. These documents should not be construed as dictating exclusive courses of treatment and/or procedures. No one should view these documents and their bibliographic references as a final authority on patient care. Variations of these documents in practice may be warranted based on individual patient characteristics and unique clinical and non-clinical circumstances. Upon printing, this document will be valid for 12/28/2017 only. Please contact Taylor Healthcare regarding any associated forms.