

TULANE MEDICAL CENTER
Human Resources Policies & Procedures Manual

Policy No.:HR.4.05

Policy Origin Date: May, 1996

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Effective Date: 5/01/12

Supersedes Policy: HR.4.05 Dated: 5/01/11

Originating Dept./Committee: Human Resources

TITLE: ATTENDANCE

POLICY:

Tulane University Hospital & Clinic has made a commitment to patients and to the community to provide the best service possible. The Hospital & Clinic can only operate at optimum efficiency when every employee understands the value of his/her position and accepts this responsibility. The purpose of this policy is to establish and maintain standards for employee attendance and punctuality that will ensure proper staffing of the Hospital and provide guidelines for fair, equitable and consistent treatment of employees.

Each employee is expected to adhere to established work schedules and to arrive at work in a timely manner. Each non-exempt employee is expected to utilize the time clock in his/her department or work area to record attendance and the lunch break. Excessive absenteeism and/or tardiness will have an adverse effect on an employee's performance appraisal rating, transfer requests, and/or promotional opportunities, and will result in disciplinary action up to and including termination.

This policy is not intended to cover employees who are in their initial ninety (90) day probationary period. Probationary employees with more than one absence point; or up to three (3) occasions of tardiness and/or failure to use the time clock during their initial ninety (90) day probationary period will be subject to termination of their employment.

DEFINITIONS:

ABSENCE: Failure to report for or fulfill any designated shift on the work schedule regardless of the reason.

TARDINESS: Failure by an employee to be at his/her workstation, ready to work, at the designated arrival time posted on the work schedule. If the employee arrives fifteen (15) minutes late for his/her shift, it is the manager's/supervisor's discretion whether the employee will be permitted to work that day. If the employee is not sent home and is permitted to work, the employee will be deemed tardy rather than absent. If the employee is not permitted to work it will be deemed as an absence point.

PATTERN ABSENCE: An unscheduled absence that occurs on the day before or the day after a requested scheduled day off or the day before or the day after a holiday.

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FAILURE TO USE TIME CLOCK: Any missed time clock punch in a work day.

PROCEDURE

A. ATTENDANCE AND TIME CLOCK USE

An unscheduled absence of up to twenty-four (24) consecutive scheduled hours is equal to one (1) point. Failure to arrive at the designated arrival time posted on the schedule (tardiness) is equal to a half (.5) point.

More than twenty-four (24) consecutive scheduled hours missed due to unscheduled absence will be equal to two (2) points.

Failure to use the time clock resulting in any missed punch in a work day is equal to a half (.5) point.

Any absence that fits the definition of a pattern absence is equal to two (2) points.

After four (4) points in a rolling 12 month calendar year, the employee will receive an oral counseling. After a total of six (6) points in a rolling 12 month calendar year, the employee will receive a written counseling. After a total of eight (8) points in a rolling 12 month calendar year, the employee will receive a one (1) day suspension without pay. Upon receiving a total of nine (9) points in a rolling 12 month calendar year, the employee will be terminated.

Employees reaching eight (8) points forfeit the roll off of their points and must go one year from the suspension date without obtaining the ninth point before their points are set back to zero.

Department Directors/Managers/Supervisors are responsible for the accuracy of each employee's attendance record. Records should be maintained and updated on a regular basis. Points will be accumulated over a consecutive, rolling, twelve (12) month period. Each point will be on record for one (1) year. On the anniversary of the point, it will expire, thereby reducing the total number of points for the rolling twelve (12) months.

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- B. NO CALL/NO SHOW:** Failure by an employee to report for work at the designated time on the work schedule or failure to report to an alternate work site (i.e. a training seminar away from work), mandatory onsite/offsite classes and including scheduled in house classes (i.e. CPR, ACLS) when scheduled and failure by an employee to speak directly to the authorized supervisor regarding the absence.

The first occurrence will result in a written counseling and the second occurrence will be subject to termination.

- C. ABSENCE WITHOUT NOTICE:** An absence of three (3) consecutive shifts without notifying the authorized supervisor or without acceptable excuse. An employee who is absent without notice will be considered to have abandoned his/her job and will be terminated from his/her employment after the third consecutive day of absence.

- D. LEAVE OF ABSENCE:** An employee whose absence meets the definition of a "Serious Health Condition" as defined by the Family and Medical Leave Act will not be subject to any point(s) during the period of a granted Leave of Absence. (Refer to the LOA policies further details and responsibilities). An employee on an approved Leave of Absence (non-FMLA) will also not be subject to attendance points for the approved leave period.

- E. NOTIFICATION:** When an employee is going to be absent he/she must speak directly to his/her immediate supervisor or the authorized manager on duty. If the immediate supervisor or the authorized manager is not available, the employee may leave an initial message, but is required to call back and speak directly to his/her immediate supervisor or authorized manager on duty. An employee should adhere to the policy established by his/her department concerning proper timeframe for notification of absence.

An employee is required to call prior to every missed shift unless a doctor's statement is provided indicating a specific date for return to work. If an employee will be absent for three (3) consecutive shifts, the employee is required to call the Manager and Sedgwick on day 3 of absence (Time Away from Work Service Center).

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F. FIT FOR DUTY:

If an employee has a contagious condition or illness, the employee must provide a

doctor's statement, indicating that he/she is no longer contagious and is released to return to work. If an employee is absent greater than 7 days, a Fit for Duty form must be submitted to Sedgwick and to Human Resources prior to returning to work.

In consideration of the employee's illness and/or length of absence, a manager may require the employee to submit a doctor's statement before returning to work and to report to employee health prior to returning to work.

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ATTENDANCE POLICY
ACKNOWLEDGEMENT OF RECEIPT

I hereby acknowledge that I have received a copy of the
Tulane Medical Center Attendance Policy.

Name (please print): _____

Date: _____

Signature: _____