**PURPOSE OF ATTENDANCE AND TARDINESS POLICY**

Employees are expected to maintain consistent and predictable attendance; the hospital uses a no-fault attendance policy. This means that supervisor and manager will not be approving reasons for being absent from work but recording the request as either scheduled or unscheduled.

**OBJECTIVE**

To provide clear guidelines for employee attendance and tardiness.

**DEFINITIONS**

Absence occurrence: An unscheduled absence from work on one or more consecutively scheduled workdays.

Tardiness: Arriving late for scheduled work shift.

**PROCEDURE / POLICY**

Each employee is expected to adhere to established work schedules and to arrive at work in a timely manner. An employee who demonstrates a pattern of absences/tardiness may receive progressive discipline. Examples of “patterns” include, but are not limited to:

• Routine Monday/Friday absences

• Absences in conjunction with holidays

• Absences shortly after an occurrence has dropped off of an employee’s record

• Regularly leaving work prior to the end of a scheduled shift

Excessive absenteeism and/or tardiness (5 in a rolling 12-month period) may have an adverse effect on an employee’s future merit increase, performance appraisal rating, transfer requests, and/or promotional opportunities, and may result in disciplinary action up to and including termination.

Notification of absence

An employee must personally notify his/her immediate supervisor or designee at least four (4) hours before the scheduled start time, unless an unforeseeable emergency prohibits notification. In such case, the employee should contact his/her immediate supervisor at the earliest possible time. If the supervisor cannot be reached, the nearest ranking supervisor may be contacted. Supervisors must be advised and kept informed if the absence is expected to continue for a period longer than originally anticipated. Due to the nature of our business, the supervisor will inquire as to the nature of the illness for infection control purpose not for attendance evaluation. Please see Infection Control Pandemic policy for details. A doctor’s statement or fitness for duty note is required for more than three (3) consecutive unscheduled shifts or absence occurrence due to employee illness.

Failure to communicate with an employee supervisor or provide appropriate notice may result in disciplinary action. Unscheduled attendance occurrences will be monitored in the following manner:

* A verbal counseling will be issued to all employees with five (5) non-scheduled absences in the 12-month period. (The 12-month consecutive period begins with the employee’s first non-scheduled absence). A record of the verbal counseling must be maintained in the employees personnel file.
* The first written counseling will be issued to an employee with six (6) non-scheduled absences in the 12-month period.
* The final written counseling, with possible suspension, will be issued to an employee with seven (7) non-scheduled absences in the 12-month period.
* When the employee has eight (8) non-scheduled absences in the 12-month period, termination may occur at the Hospital’s discretion based on the employee’s previous work record at Boulder City Hospital and the circumstances surrounding the absences.

Within a 12-month period, if an employee fails to report for two (2) scheduled work shifts without notifying an immediate supervisor, it will result in the employee’s dismissal, and the employee will be considered as job abandonment and will be considered ineligible for rehire.

Notification of Tardiness

An employee’s immediate supervisor or designee will review timesheet for tardiness. Tardiness does have an impact to the department, thus any employee clocking in late or working more than 50% but less than a full shift results in a tardy. Three (3) tardy occurrences within six (6) months are consider being excessive and will result in disciplinary action.

Employees are expected to clock in and out for their scheduled shift and lunch breaks; missing punches create a liability and hardship on the supervisor. Three (3) missing punch within a six (6) months would display a pattern of failing to “clock” in or out would be considered excessive and will result in disciplinary action.