

## **Time and Attendance**

**Purpose:** To provide consistent guidelines for handling and monitoring employee time and attendance issues.

**Policy:** Each employee is accountable for his/her personal compliance with all aspects of the time and attendance policy. Each section shall define the specific procedures concerning notification of absences. The section manager will provide the employee with the procedure at orientation and have a copy accessible to all staff. Deviations from this policy could result in disciplinary action up to and including termination.

### **I. REPORTING TO WORK**

A. Each employee is expected to be at their workstation and ready for work at their assigned time.

### **II. ABSENCE FROM WORK**

A. **Scheduled Time Off** - Any time planned by the employee to be away from their regularly scheduled time must be approved in advance by their supervisor and must be done in compliance with any departmental policies regarding scheduled time off. This shall include vacation (two week advance notice), holidays (made before schedule deadline), educational days (requested in advanced, based on good standing with the department), planned surgical procedures (contact human resources for application to FMLA before request), jury duty (five days notice must be given and a phone call daily to update status). NOTE\*\*\* A summons must be provided to the supervisor as soon as the employee receives it (No later than five days before you are required to report). Funeral time is also included. All scheduled times shall comply with applicable time off policies. For detailed requirements refer to Radiology Time and Attendance Policy.

B. **Unscheduled Time Off** - It is understood that an emergency may occasionally arise which prevents an employee's prompt attendance at work. Such instances may include personal illness, illness of a minor dependant, death in the family, crisis or other. For these instances, the employee shall be responsible for contacting their supervisor, or active on-call person, no less than one hour before the beginning of the scheduled shift. The employee must speak with the designated individual responsible for receiving call-ins or leave a voice mail message. Under no circumstances should a message be left with a switchboard operator or others regarding absence from work. A reason for the absence/tardiness must be given. A daily absence call is required unless a physician has

specified an anticipated length of absence and this has been received in writing. After an absence for a personal illness of more than three consecutive days, a physician's excuse is required. For detailed requirements, refer to Radiology Time and Attendance Policy.

In addition, the department will start the Family Medical Leave Act with the aid of Human Resources department on the employees' behalf. Absence without notification for five consecutive working days is assumed to constitute job abandonment. Note\*\* See Sick Leave Policy/Annual Leave Policy.

DIAGNOSTIC/BREAST IMAGING ONLY – The employee shall contact the department via the voice mail system by leaving a message on either the 675-6218 or 675-6215 telephones at least one (1) hour prior to the beginning of the scheduled shift. Failure to leave a message on either of these phones WILL result in LWOP being granted. As a courtesy, if the employee is scheduled to work a holiday, weekend, night, or evening shift, please contact the supervisor or senior tech to inform the shift so that in your absence, adequate coverage can be provided.

### III. DISCIPLINARY ACTION.

- A. Disciplinary action shall be taken when an employee 1) has an excessive number of occurrences (3 or more) of unscheduled time off within a six month period (1 unexcused sick day = 1 occurrence) or 2) has two occurrences or more relating to tardies-- (three tardies equal one occurrence) within a three month period 3)has an excessive number of occurrences of TAC errors (1 TAC error in three consecutive pay periods or 3 errors in a single pay period) as defined by the hospital TACS manual.
- B. For purposes of disciplinary action, absences for the following reasons shall not be counted as an occurrence jury or military duty, authorized funeral leave, work related injury/illnesses, documented catastrophic illnesses, excused illness (MD certificate of illness furnished), leaving during a work day due to illness (if the employee has been at work at least 40% of scheduled shift). Review of unusual cases shall occur through the employee's Supervisor.

### IV. DISCIPLINARY ACTION STEPS

Step #1 Verbal counseling shall occur when an employee incurs three or more occurrences of attendance issues in six months or two tardy occurrences in three a month period or one occurrence of TAC errors.

These occurrences can be any combination of time off/absences or tardiness.

Step #2 Written counseling shall occur with a minimum of three unpaid days of suspension.

Note: If the employee has perfect attendance for a defined period and then reverts back to issues of tardiness or absenteeism, the disciplinary process shall begin again.

Step #3 Termination may occur for multiple unscheduled times off or tardiness offenses.

NOTE\*\*\*\* If any employee has obtained one of the above steps, it will be reflected on his/her annual merit evaluation, which could solely lead to denial of an annual raise.

## V. DEFINITIONS

- A. Occurrence - Each period of absence shall be counted as one occurrence regardless of the number of consecutive work days duration. Each unexcused illness day will result in one occurrence. Note: If the employee has been here for 40% of his/her scheduled shift, no occurrence has taken place. If the employee has to leave work for personal related matters other than illness, the same policy as above will be in effect. Note\*\* Preferred scheduling, such as, 16-hour and 12-hour shifts may be denied based on attendance and are tardies.
- B. Tardy - Any incident in which the employee is not clocked in, ready for work at the beginning of the designated time/shift shall be considered tardy. The employee is considered tardy one minute after his/her scheduled shift has begun.
- C. Each employee is given a three minute window for clocking in before the shift begins. For example: if you are scheduled to be at work at 0700, you have from 0627-0700 to clock in. There is also a three minute window at the end of the day. For example: if you are scheduled to leave work at 1530, you have until 1533 to clock out.

Department of Radiology  
Report to Work Policy  
Proc 4.1

References: LSUHSC TACS Manual

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