LOUISIANA STATE UNIVERSITY HEALTH SCIENCES CENTER - SHREVEPORT

EMPLOYEE TIME AND ATTENDANCE

Purpose:

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

Definitions

A. Occurrence - Each continuous period of absence shall be counted as one occurrence regardless of the number of consecutive workdays duration. Three tardy episodes shall be counted as one occurrence.

B. Tardy - Any incident in which the employee is not at their scheduled work station, ready for work at the beginning of the designated time/shift, shall be considered tardy.

Policy:

Each employee is accountable for his/her personal compliance with all aspects of the time and attendance policy. Deviations from this policy may result in disciplinary action up to and including termination.

A. Reporting to Work

1. Hourly/Classified Employee - Each employee shall be responsible for obtaining his or her scheduled work hours from his or her respective supervisor or department director. Each employee shall be expected to be at his or her workstation and ready for work at his or her assigned time. The assigned telephone shall be used to clock in and out. Employees should allow additional time for personal tasks, such as, changing uniforms, getting coffee, getting materials to take report, etc. Each employee is responsible for time clocked in or out, timely arrival at his or her workstation, and appropriate readiness for work.

2. Salaried/Non-Classified Employees - These staff members shall be expected to report to work as scheduled, adhere to all schedule requirements and demonstrate flexibility in the scheduling process.
B. Absence from Work

1. Any time planned by the employee to be away from their regularly scheduled time must be approved in advance by their supervisor or department director and must be done in compliance with any departmental policies regarding scheduled time off. This shall include vacation, holidays, educational days, planned surgical procedures, jury duty, funeral time, etc. All scheduled time shall comply with applicable time off policies.

2. 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 dependent or a death in the family. For these instances, the employee shall be responsible for contacting their department head or supervisor as per departmental policy. The employee must speak with the designated individual responsible for receiving call-ins. Under no circumstances should a message be left with the 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 or at the request of the supervisor, a physician’s excuse is required. Absence without notification for five consecutive days is assumed to constitute job abandonment.

C. Disciplinary Action

1. Disciplinary action may be taken when an employee:
   a. has an excessive number of occurrences of leave without pay within a six month period or
   b. has a significant number of tardy occurrences (three tardies equal one occurrence) within a three-month period.
2. For purposes of disciplinary action, absences for the following reasons shall not be counted as an occurrence:
   a. jury or military duty
   b. authorized funeral leave
   c. work related injury/illnesses
   d. documented catastrophic illnesses

D. Disciplinary Action Steps

Step 1. Verbal counseling may occur when an employee incurs three or more incidences of attendance issues in six months. These incidences can be any combination of time off/absences or tardiness occurrences.

Step 2. Written counseling may occur with a possible suspension, at the discretion of the employee’s supervisor.

Step 3. Disciplinary action up to and including termination may occur for multiple unscheduled times off or tardiness offenses, at the discretion of the employee’s designated supervisor.

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

Administrator

7/21/04
Date

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