



Applies To: UNMCC Component(s): All Responsible Department: Administration

Title: Attendance	Procedure
Patient Age Group: <input checked="" type="checkbox"/> N/A <input type="checkbox"/> All Ages <input type="checkbox"/> Newborns <input type="checkbox"/> Pediatric <input type="checkbox"/> Adult	

DESCRIPTION/OVERVIEW

This procedure describes expectations regarding attendance and identifies disciplinary actions applicable to unacceptable attendance.

REFERENCES

- UNM 3400 - Annual Leave
- UNM 3405 – Holidays
- UNM 3410 – Sick Leave
- UNM 3420 – Leave Without Pay
- UNM 3430 – Catastrophic Leave Program
- UNM 3440 – Family and Medical Leave (FMLA)
- UNM 3215 – Performance Management
- Time Clock

AREAS OF RESPONSIBILITY

Each employee is responsible for reporting to work when scheduled and is expected to complete the duration of his/her shift.

Each employee must notify the appropriate person if he/she is going to be absent or late so that arrangements can be made to adjust staffing.

Managers/supervisors are responsible for monitoring their employees’ attendance and for appropriate disciplinary action in response to absenteeism and/or tardiness.

DEFINITIONS

Tardiness is defined as employee’s failure to be present at his/her workstation at the designated scheduled time.

An unscheduled absence is defined as an employee’s failure to report to work on a scheduled work day.

Excessive absenteeism will be determined on an individual basis.

Annual leave and FMLA can never be counted in excessive absenteeism.

Sick leave, even if scheduled/approved, can be counted in excessive absenteeism.

PROCEDURE

1. If an employee anticipates that he/she will be tardy, he/she should notify his/her Supervisor or designee as soon as practically possible.
2. Each employee is required to report any absences to his/her Supervisor or designee prior to the start of the scheduled work shift. The employee must state the reason for the

absence and the anticipated duration of the absence. If the absence is in excess of one day, the employee should notify his/her supervisor or designee each day prior to his/her scheduled work assignment unless other arrangements have been made.

3. The employee is expected to speak directly or his/her supervisor or designee. Unless specifically directed by the supervisor, a written note, a message left on voicemail or a message left with another employee not designated by the supervisor are not acceptable forms of notification. If the supervisor is not available when the employee calls, a phone number should be left where the supervisor may reach the employee. If the employee is unable to call, the reason for the employee being unable to speak with the supervisor must be given.
4. If circumstances prevent an employee from giving the required advance notice, notification should be provided as soon as possible.
5. Since scheduled absences can be anticipated in advance, the employee must provide adequate notice of the absence and its expected duration to his/her supervisor/designee. All such absences are subject to approval by the employee's supervisor/designee.
6. Excessive absenteeism may result in disciplinary action, up to and including termination of employment. Verifiable extenuating circumstances or catastrophic events might be given consideration as mitigating factors in determining disciplinary action if the employee properly reports his/her absence or tardiness to the supervisor/designee as soon as is practically possible after such an event and provides documentation.
7. UNMCC reserves the right to require at any time a physician's statement regarding an employee's illness or injury, certifying whether or not the employee is physically able to return to work.
9. Progressive discipline will be applied per UNM Performance Management policy for excessive absenteeism/tardiness.
10. When determining the appropriate discipline, consider the employee's overall attendance for the duration of his/her employment in addition to the previous twelve (12) month period.

SUMMARY OF CHANGES

Replaces CRTC Attendance, 12/5/05

DOCUMENT APPROVAL & TRACKING

Item	Contact	Date	Approval
Owner	Clinical Operations Director		
Consultant(s)	Human Resources Department		
Committee(s)	UNMCC Policy, Procedure and Guideline Committee UNMCC Management Group		Y
Nursing Director	Sandi Peacock, RN, MBA		Y
Medical Director	Ian Rabinowitz, MD, Medical Director		Y
Human Resources	Max Beck, Senior Human Resources Consultant		Y
Finance	Brad Mucek, CFO		Y
Official Approver	Don Whitehead, COO		Y
Official Signature		1/14/09	
Effective Date		1/14/09	

Title: Attendance
 Owner: Clinical Operations Director
 Effective Date: 1/14/09