PURPOSE:
Timely attendance at work is important to patient care and for the efficient operation of Baptist Health. This policy is to establish guidelines and the expectations of employees regarding their attendance and timeliness for reporting to work. All employees are covered by this policy including in-house and daily based/pool employees.

Baptist Health recognizes that employees will, at times, experience illness or have an occasion to be late for work due to unusual circumstances. This policy attempts to acknowledge both patient and employee concerns. Employees who are frequently absent or who regularly are tardy in reporting for work should expect to receive progressive discipline. It is each employee’s responsibility to keep his/her supervisor informed as to when he/she expects to return to work.

DEFINITIONS:
Tardy:
Failure of an employee to report to the assigned work station at the scheduled starting time and up to 60 minutes past the start to work time without communication to his/her supervisor.

For purposes of pay, employees are not docked pay until they are greater than seven (7) minutes late; however, when the employee is not on duty at the scheduled time, the employee is considered tardy. An employee who reports for work more than one hour late for the assigned shift without notification to the supervisor may be issued an absent day and subject to disciplinary measures.

Absences:
Scheduled: An absence is scheduled when the supervisor has been provided advance notice by the employee AND the absence has been approved by the supervisor. Scheduled time off will not be counted against the employee’s attendance record. PTO will be paid for the scheduled absence, if it is available, and the employee has been employed 90 days.

Unscheduled: An absence from work that has not been approved by the supervisor. An absence may also be considered unscheduled if the employee reports for work but fails to complete 80% of the assigned shift, or if an employee reports for duty and departs after learning of a change in work assignment, i.e., floating to a different unit. Payment of PTO is at the supervisor’s discretion. Unscheduled absences of one to three consecutive calendar days will be considered an occurrence.

Exceptions: Absences for injury on duty, death of an immediate family member (parents, spouse, children, step-parents, step-children, grandchildren, mother or father-in-law, brother, sister, grandparents), or military leave will not require advance notice.
ATTENDANCE POLICY (cont’d)

However, the employee is expected to notify the supervisor as soon as possible of the need to be absent in order to assure proper staffing. Supervisors may require proof when an employee is absent due to a death per the Bereavement Policy.

Day: Scheduled work period (4 hour shift, 8 hour shift, 12 hour shift, etc.)

Occurrence: Unscheduled absences that consist of 1-3 consecutive calendar days missed or absent from work.

POLICY:

1. Requests for time off that has been requested and approved by the employee’s supervisor or designee at least 24 hours in advance of the expected absence will be considered as a scheduled absence and no occurrence will be given for the entire absence. Employees should not be absent from work until they have received approval from their supervisor/designee. An employee who is admitted to a hospital for in-patient treatment will not be issued an occurrence even if the employee does not qualify under FMLA guidelines.

2. Absences for Family and Medical Leave reasons should be requested 30 days in advance, if possible. Absences for FMLA qualified reasons will not be counted as an occurrence or in the number of unscheduled days. Physician or Employee Health excuses for minor illnesses will not remove an unscheduled absence or prevent an occurrence. The purpose of the physician excuse is to alert the supervisor of the potential need for FMLA or return to work clearance.

3. Each day missed as a result of inclement weather conditions will be counted as a separate occurrence and may subject the employee to additional disciplinary action.

4. All unscheduled absences must be reported by the employee to the supervisor or designated charge person unless the employee is medically incapacitated to the point that he/she cannot communicate. E-mail, text and voice mail messages will not be acceptable for notification purposes. Failure to call in during the shift will result in the employee being considered a No Call/No Show. PTO, if available, will not be paid for the missed shift.

5. One to three consecutive unscheduled days of absence will be counted as one occurrence. If the employee misses more than 3 unscheduled days for illness, the supervisor should initiate Family and Medical Leave paperwork. If the absence does not meet the qualifications for FMLA, the supervisor will be notified by Human Resources. Unscheduled days that qualify for FMLA will not be counted as an occurrence.

6. Employees with less than 6 months of continuous employment may be terminated after 3 occurrences or 7 missed work days, whichever occurs first. If a decision to terminate is not made at this time, the chart under #7 should be followed.

7. All occurrences beyond three (3) within a rolling 12 months (26 pay periods) will result in progressive discipline as noted in the following chart:
ATTENDANCE POLICY (cont’d)

<table>
<thead>
<tr>
<th>VERBAL COUNSELING</th>
<th>WRITTEN COUNSELING</th>
<th>WRITTEN WARNING</th>
<th>WRITTEN WARNING</th>
<th>WRITTEN WARNING &amp; TERMINATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>4th occurrence</td>
<td>5 - 6th occurrence</td>
<td>7th occurrence or 1st no call/no show</td>
<td>8 - 9th occurrence</td>
<td>Any additional occurrences or 2nd no call/no show</td>
</tr>
<tr>
<td>4-5th tardy</td>
<td>6-7th tardy</td>
<td>8-9th tardy</td>
<td>10-11th tardy</td>
<td>12th tardy</td>
</tr>
</tbody>
</table>

Occurrences and/or tardies remain active for a rolling 12-month period. Anytime an employee receives the 7th - 10th occurrence and/or 8th - 12th tardy, a written warning will be issued. Written warnings received for attendance as outlined in the above chart will also remain active for a rolling 12-month period. If an employee receives three (3) written warnings of any type within a rolling 12-month period, employment will be terminated.

8. Department supervisors will determine whether an absence is unscheduled. **PTO will not be paid for No Call/No show absences.**

9. The attendance policy will be monitored according to a rolling 12 month period from the date of the first occurrence. **Excessive tardies and patterns of attendance abuse may lead to the employee being more severely disciplined with written warnings.**

10. For annual evaluation purposes, the rating for attendance for the immediate past 26 pay periods is:

<table>
<thead>
<tr>
<th>Exceeds Standard</th>
<th>Meets Standard</th>
<th>Below Standard</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 or less occurrences</td>
<td>4-6 occurrences</td>
<td>7 or more occurrences</td>
</tr>
<tr>
<td>3 or less tardy reports</td>
<td>4-7 tardy reports</td>
<td>8 or more tardy reports</td>
</tr>
</tbody>
</table>

Related Policy Considerations:

1. Family and Medical Leave Policy, IV-21
2. Administrative Leave Policy, IV-22
3. Personal Time Office (PTO) Policy, IV-01
4. Inclement Weather Policy, V-3
5. Bereavement Policy, IV-24
6. Progressive Discipline Policy, V-9
7. Initial Period of Employment, II-12