



CARSON TAHOE
— HEALTH —

Title: Attendance and Tardiness	
Author: VP Chief Human Resource Officer	Effective Date: 8/1/2022
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POLICY:

It is the policy of all companies within the Carson Tahoe Health System to maintain consistent and reasonable standard of attendance and punctuality, which is applicable to all employees and uniformly enforced by the management team.

PURPOSE:

To ensure the ability of the organization to meet the needs of the patients, family members and others served by providing an appropriate level of staff and a reliable work force.

PROCEDURE:

1. Definitions

a. Absence

- i. Scheduled absences are those which are for the most part planned for in advance and approved by the appropriate supervisor with ample time to provide for appropriate staffing. Employees must promptly submit applicable forms or paperwork for these absences. This includes the following:
 1. Approved Paid Time Off (PTO) requests.
 2. Time away from work as requested by the employer to accommodate lower census or workload.
 3. Bereavement Leave
 4. Military Leave of Absence
 5. Approved Education Time
 6. Jury duty
 7. Approved Family and Medical (FMLA) Leave of Absences
 8. An absence associated with a Workers Compensation Insurance claim
- ii. Unscheduled absences are those which are not planned for and not approved in advance by the appropriate supervisor.

b. Tardiness - An incidence of tardiness occurs when an employee is not at the appropriate station ready for work at their scheduled start time. Each incidence of tardiness will count as 0.5 (half) of an occurrence of absence.

c. Early Departure - An incidence of early departure occurs when an employee needs to leave work prior to the scheduled shift ending. This does not include shifts where the company flexes the employee to accommodate lower census or workload. A typical instance of early departure will count as 0.5 (half) of an occurrence of absence. If an employee reports to work with illness symptoms, employee will be sent home and a 1.0 (full) occurrence will be recorded.

d. Occurrence – An occurrence is an incident when an unscheduled absence, early departure or tardy occurs. An unscheduled absence is one occurrence (multiple consecutive days for the same reason is counted as one occurrence). A tardy is half of an occurrence. A typical early departure is half of an occurrence. An early departure after presenting to work with illness symptoms is one occurrence. The number of occurrences are totaled to determine whether the employee is subject to disciplinary action.

e. Rolling Twelve Month Period - Attendance is monitored on a rolling twelve month basis. The rolling twelve months begins with the most current occurrence of absenteeism or tardiness and looks backward for a twelve month period to determine the number of occurrences.

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