

Attendance Policy

Effective: 03/11/13
Review: 03/11/13

Scott Page, Assoc. VP and Assistant Chief
Administrative Officer

Purpose:

1. To provide workforce employees with further clarification of OHSU Attendance Policy.
2. To provide workforce employees with information regarding attendance standards and absence request procedures specific to work unit.

Policy:

The attendance policy states that OHSU workforce members are expected to consistently and regularly report for work as scheduled and be on time. Unscheduled absences disrupt the smooth and efficient operation of the department and may result in disciplinary action up to and include termination of employment.

Definitions:

Terminology used in procedure to describe a person(s) role within the procedure, or identifying an area(s) that are affected by the procedure, and any acronyms.

- **Occurrence:** An unscheduled absence of an employee who is not present for their scheduled shift and the time away from work has not been approved by the Supervisor in advance and is not protected by policy or law. Occurrences may occur due to a variety of reasons including illness and personal reasons. Unscheduled absences for personal reasons (tardiness, car trouble, late return from travel, early departure from work, leaving early for breaks or meal periods, late return from breaks/meal periods, etc.) are not typically paid by the use of accruals.
 - **Half (1/2) occurrence:** Arrival to work later than scheduled shift start time but less than 1 hour after shift start time or leaving shift less than 1 hour prior to scheduled shift end time.
 - **One (1) occurrence:** A continuous block of time from being tardy beyond 1 hour up to the entire length of a shift. Absences for consecutive work days due to illness are considered one occurrence.
 - **Additional occurrence:** Each occurrence without sufficient sick leave may be considered an additional occurrence. For example, if an employee is absent for three consecutive work days, it is generally considered one (1) occurrence. However, if the employee does not have sufficient sick leave accruals for the third day, the third day would be an additional occurrence, for a total of two

Facilities Department Procedures

occurrences for the period of absence. Likewise, if the employee does not have sufficient sick leave accruals for the second and third day, the second and third day would be additional occurrences, for a total of three occurrences for the period of absence.

- **Unauthorized Absence:** An occurrence for which the employee has not been authorized to use accruals or has exhausted his/her accrual bank.
- **Tardiness:** Late arrival to scheduled shift start or late return from break or meal period. Each employee is expected to be on time to start each assigned work shift, and to return to work on time after breaks and meal periods.
- **Protected Absence:** Absence from work that is protected by applicable law policy or collective bargaining agreement (CBA) (e.g. FMLA, OFLA, Worker's Compensation, the Americans with Disabilities Act (ADA), etc.).
- **Workforce members:** All employees including Faculty and Staff.

RESPONSIBILITIES:

Manager Expectations: Managers and supervisors are expected to provide a schedule, monitor attendance on a regular basis, provide feedback, coaching and counseling, and progressive discipline, as appropriate, to employees who are not meeting expectations.

Employee Expectations:

- ✓ Report to work on time and be in attendance for entire shift on a regular and consistent basis.
- ✓ Understand that excessive and/or unauthorized absences are unacceptable, including unprotected absences for bona fide illness, and are cause for disciplinary action, up to and including termination.
- ✓ Apply for FMLA/OFLA or other protected leave in a timely manner, when appropriate, as detailed [here](#).
- ✓ Maintain sufficient sick accruals to cover work time missed due to illness. The availability and use of accrued sick leave does not, alone, protect an employee from disciplinary action.
- ✓ Schedule medical appointments in advance whenever possible.
- ✓ Only time spent in transit to and from, in addition to the time spent in attendance of a medical appointment, may be covered by sick leave accruals.
- ✓ Record time away from work in the Kronos timekeeping system.
- ✓ Provide certification from a health care provider when requested as allowed by law, OHSU Policy and/or Collective Bargaining Agreements, to validate illness, injury or ability to safely return to work.

Facilities Department Procedures

Hourly employees:

- ✓ Comply with the department overtime guidelines, which may require pre-approval of all overtime. There is an exception for brief amounts of overtime worked to conclude a necessary piece of work at the end of a shift, such as concluding a patient phone call or interaction. In this case, it is required that the employee immediately notify their manager or supervisor of the overtime worked unless otherwise instructed.
- ✓ Understand that work time missed due to tardiness is unpaid time and may not be “made up” at the end of the day or by skipping or shortening breaks or meal periods unless specifically authorized in advance by your supervisor.
- ✓ Adhere to all legal and contractual requirements with regard to the following: missed meal breaks, combining rest periods with meal breaks, and allowing employees to leave before the end of their scheduled shift in lieu of a break. For further clarification, contact your assigned HR Professional.

Note: Obtain preapproval and pre-schedule the use of vacation and “comp” time. These accruals cannot be used to cover unauthorized absences.

Salaried employees:

- ✓ If work unit management does not designate specific working hours, there is still an expectation to work a minimum of 40 hours a week (or the number of hours consistent with the FTE) on a consistent basis.
- ✓ Salaried employees do not receive “comp” or overtime pay.
- ✓ Salaried employees may be subject to disciplinary actions for failure to comply with this policy and related departmental expectations for attendance.
- ✓ Comply with the department expectations on use of accruals.

PROCEDURES:

- **Disciplinary action:** Managers will proceed with disciplinary action when and as appropriate. Three occurrences in a 90 day period will warrant review and will call for the initiation of the discipline process, and any subsequent occurrence(s) may warrant continuation of the disciplinary process. Management will consider the full scope of the circumstances in determining disciplinary or other action taken in response to attendance concerns.
- **Notification Requirement:** Employees must notify their manager or their designee of an unscheduled absence, including late arrivals and early departures. When doing so, the general reason for the absence shall be provided. Managers of each work unit are responsible for communicating specific notification requirements to employees of their work unit. Following the work unit procedures constitutes compliance with the notification requirement. Notification does not constitute authorization of an absence.
- **Requesting time off:** Managers are expected to communicate the work unit requirements for requesting time off, and employees are required to follow the work unit’s procedure for requesting time off.