

DEPARTMENT: HUMAN RESOURCES – EMPLOYEE CONDUCT	POLICY DESCRIPTION: ABSENTEEISM AND TARDINESS
APPROVED:	REVIEWED:
REPLACES:	REVISED: 01/01/2018
ADOPTED:	EFFECTIVE: 01/01/2018
Page 1 of 3	REFERENCE NUMBER: C-IV-06

SCOPE: All ARH Employees

PURPOSE: To establish the requirements for reporting absences, to provide guidelines for handling of tardiness, early departures, and unscheduled absences, and to outline employees need to adhere to established work schedules to ensure that business and patient concerns of ARH are not endangered by employee tardiness and absenteeism.

DEFINITIONS:

An absence is defined as:

1. Any occasion during which an employee is scheduled to work and does not arrive at the worksite during the scheduled shift.
2. Misses more than fifty percent (50%) of an assigned or scheduled work shift, including but not limited to early departures.
3. Arrives for a scheduled shift in such condition as to be deemed unfit for duty, resulting in the employee being advised he/she will not be allowed to work.

POLICY: It is the policy of Appalachian Regional Healthcare, Inc., (ARH) to require employees to be responsible in their attendance. Recognizing that illness and injuries do occur, ARH has established leave policies to provide employees with leave for legitimate medical reasons.

PROCEDURE:

- I. Attendance at work
 - A. All employees are expected to be prompt in reporting to work at the beginning of their shift, and when returning from lunch or other absences from the workplace.
 - B. An employee who anticipates being more than fifteen (15) minutes late in reporting or returning to work must call their manager as far as possible in advance from the beginning of the shift or anticipated return to the shift.
 - C. Employees tardy for the beginning of a shift less than fifteen (15) minutes shall be excluded from the application of this provision and subject to ARH policies and procedures.

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- D. All non-scheduled absences will be counted against an employee’s attendance record with the exception of: Qualifying leave whether paid or unpaid under the Family and Medical Leave Act (FMLA), the Uniformed Services Employment and Reemployment Rights Act (USERRA), Bereavement leave, approved ARH Leave Without Pay (LWOP), Jury Duty or Witness Duty leave, scheduled Paid Time Off (PTO), organization declared weather emergencies, hospitalization and the days absent contiguous to and directly related to the hospitalization; and hours absent from work, which are the result of employees being sent to an ARH Emergency Room by Management, and subsequently being sent home by and ARH physician, or the result of being sent home due to a communicable disease as determined by the Infection Control Professional.

- E. If an employee is unable to work a scheduled work shift for any reason, the employee must notify their manager or designee of his/her absence and reason for absence by personal phone call at least two (2) hours before scheduled shift. Unless otherwise directed, employees are required to provide notification each day they are absent from work.

- F. Partial day absences, less than fifty percent (50%) will be counted as actual time missed and the cumulative total will be applied toward the absenteeism control program. Absenteeism will be addressed in the employee’s annual evaluation.

- G. Any failure to clock in or out shall be considered an occurrence of tardiness or early departure.

- H. Consecutive absences in excess of one day may be counted as one absence if the employee provides appropriate notice of absence.

- II. Return to work
 - A. Absences of three (3) or more consecutive work days may require an ARH return to work statement to be completed by a physician prior to returning to work.

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III. Disciplinary Action

Measurement of absences is based on a rolling 12-month period which begins with the first absence of the year. Management has the discretion to identify patterns, habitual or excessive occurrences.

1. Five (5) absences within a rolling twelve-month period shall result in a Verbal Warning in an attempt to correct the problem.
2. Six (6) absences within a rolling twelve-month period shall result in a Written Warning.
3. Eight (8) absences within a rolling twelve-month period shall result in a Final Written Warning indicating that the next occurrence in a six (6) month period shall result in termination.