

## RESPIRATORY CARE SERVICES

### Policy 07.01.23

Guidelines: Time and Attendance	Effective Date: 01/01/2014
Subject: Respiratory, Diagnostic, and Sleep	Revision Date: 09/15/2025

#### Purpose

To support and clarify the current institutional and departmental policies on time and attendance within Respiratory Care Services, the Sleep Disorders Center, and Diagnostic Services at Galveston, League City, Clear Lake and Angleton Danbury campuses

#### Policy

- A. UTMB is responsible for ensuring that procedures and systems are in place to record hours worked and leave time used so that employees are appropriately compensated per the Fair Labor Standards Act. All employees are expected to maintain attendance at a level to accomplish all job performance expectations.
- B. The Director, Manager or Timekeeper or Supervisor are responsible for maintaining attendance records for all respective departments. The consistent application of attendance standards is essential to promoting fair employment practices. Absences qualifying under the Family & Medical Leave Act are excluded from this policy. Each employee is expected to report to work as scheduled and to keep absences to a minimum.
- C. All employees must complete a request for leave via the Kronos Leave Request Process whenever leave is taken. In the event of an unscheduled leave occurrence, the employee shall complete the request immediately upon return to work. The manager is allowed to enter the request (via the Kronos Leave Request Process) for the employee if they are unable to do so before the close of the current pay period.

#### Definitions

**Absence** - time off from work that may be recorded as *Scheduled* or *Unscheduled*.

**Scheduled** – when an employee notifies and receives approval from his/her supervisor of an absence:

- Any time before the schedule is posted in a work area with a non-set schedule.

**Unscheduled** – when an employee does not follow the requirements for UTMB Health System employees.

- An unscheduled leave occurrence consists of notification of an absence from the workplace in a time frame prior to the start of an employee's shift as defined by the policy IHOP Policy 3.1.5.
- Absences of consecutive workdays for the same reason are recorded as one occurrence. A Partial Unscheduled Absence as defined in IHOP Policy 3.1.5 also constitutes as an unscheduled absence event.
- Employees are expected to call their unit's charge therapist or designee a minimum of three (3) hours prior to the beginning of the assigned shift for notification of an unscheduled absence. Failure to call in on time may result in disciplinary action up to and including termination.
- The employee is expected to call personally on each day of absence and give the following information:
  - o Name
  - o Reason for absence
  - o A telephone number at which he/she may be contacted.
  - o Expected return date and time.
- Employees may not leave voice mail, text messages, or send e-mails of an intended absence notification.
- An employee who calls in sick on three (3) consecutive workdays shall be required to present a physician's statement clearing the employee to return to work.
- If an unscheduled weekend absence occurs, the employee is responsible for self-scheduling an additional weekend shift on the next open schedule. If the employee does not self-schedule the make-up shift, the scheduling manager will assign one to fulfill the weekend requirement.
- If an unscheduled absence occurs during a holiday or special event (i.e., Mardi Gras, Biker Rally), the employee will be required to present a physician's statement verifying

the illness and clearing the employee to return to work. Additionally, the employee will be required to work and additional holiday or time to be determined at a future date.

#### **No Call / No Show**

Job abandonment occurs when an employee does not report to work and does not contact his/her supervisor for three consecutively scheduled workdays. Job abandonment also includes leaving the designated worksite without prior supervisory approval. Occurrences of job abandonment may result in docked time and disciplinary action which may include termination.

#### **Timecard Management**

All employees are required to approve their timecards at the end of each pay period (by 0800 on Pay Mondays)

#### **Scheduled PTO request**

- ❖ Scheduled PTO requests should be submitted no more than six (6) months before the time off being requested
- ❖ All employees must submit a PTO Request in Kronos. The requests must be properly submitted and approved prior to taking scheduled PTO.
- ❖ Personal information regarding medical conditions should not be included in the PTO Request. In the event of an unscheduled leave occurrence, the employee shall submit a PTO request immediately upon return to work. The manager can submit PTO requests on behalf of the employee as long as there has been communication between the employee and manager.
- ❖ The deadline for holiday/vacation requests is four (4) weeks prior to the start of the schedule in which the leave will occur.
- ❖ Notification of approval will be given prior to the schedule in which the leave will occur. If approval is needed in advance, the employee must obtain written authorization from the Manager or Director prior to formally scheduling the requested time off (i.e., purchasing tickets, making deposits).
- ❖ Number of PTO requests approved per shift will be dependent on census as well as managers' discretion.
- ❖ Fall/Winter Holidays: 2 Major groups will rotate / alternate holidays every year. PTO may not be granted based on staffing needs and prior year's holiday schedule.
- ❖ Misrepresentation of time worked, or alteration of time and attendance records may constitute falsification of state documents and be considered gross misconduct subject to disciplinary action including termination.

#### **Clocking in / Clocking out & Tardiness**

- ❖ Employees are expected to be ready to start work at the scheduled start of their assigned shift.
- ❖ Tardiness is defined as a late arrival of one (1) minute or more after the designated shift start time.
- ❖ Employees must use their badge to clock in and out using the Kronos badge reader. Employees may also use Kronos on a UTMB computer to clock in and out.
- ❖ The ability to make up lost time due to tardies during a work week will be determined by the Manager.
- ❖ For calculating hours worked for payroll processing, the KRONOS system will round an employee's hours worked to the next 15-minute interval when an employee clocks in eight (8) minutes after the scheduled start time.
- ❖ Tardies may be excused as approved by the manager for unusual circumstances.
- ❖ Non-Exempt employees must clock in and out each shift. Disciplinary action, up to and including termination of employment, may be taken against those who:
  1. Use unauthorized time clocks to clock in or out; or
  2. Use the KRONOS system to clock in or out for other employees.

#### **Unscheduled Leave Occurrence & Punctuality Rate**

- ❖ The Unscheduled Absence Rate is calculated by dividing "Unscheduled Leave Occurrences" by the "Number of Months" during the attendance year. The attendance year is defined as a rolling 12-month period.
- ❖ Unscheduled absences are excessive when the Unscheduled Absence rate is greater than 50%. (See Unscheduled Absence / Punctuality Rate Schedule)
- ❖ When the employee's unscheduled absence rate exceeds 50%, the employee will receive a verbal reminder. Disciplinary action will progress for each additional occurrence that causes the Unscheduled Absence Rate to exceed 50% during the attendance year.

- ❖ The Punctuality Rate is calculated by dividing “Tardies” by the “number of months” during the attendance year. The attendance year is defined as a rolling 12-month period. Tardies are excessive when the Punctuality Rate is greater than 100% during the attendance year.
- ❖ Each occurrence of Excessive Unscheduled Absences/ Tardies will result in an additional step in the disciplinary process starting with a verbal warning.
- ❖ Missed Time Transactions discipline will be addressed in a separate discipline track.

Unscheduled Leave Occurrences/ Punctuality Rate

ULO's*/ Tardies/	Number of Months in Attendance Year											
	1	2	3	4	5	6	7	8	9	10	11	12
0	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
1	100%	50%	33%	25%	20%	17%	14%	13%	11%	10%	9%	8%
2	200%	100%	67%	50%	40%	33%	29%	25%	22%	20%	18%	17%
3	300%	150%	100%	75%	60%	50%	43%	38%	33%	30%	27%	25%
4	400%	200%	133%	100%	80%	67%	57%	50%	44%	40%	36%	33%
5	500%	250%	167%	125%	100%	84%	72%	63%	56%	50%	46%	42%
6	600%	300%	200%	150%	120%	100%	86%	75%	67%	60%	55%	50%
7	700%	350%	233%	175%	140%	117%	100%	88%	78%	70%	64%	58%
8	800%	400%	267%	200%	160%	134%	114%	100%	89%	80%	73%	66%
9	900%	450%	300%	225%	180%	150%	129%	113%	100%	90%	82%	75%
10	1000%	500%	333%	250%	200%	167%	143%	125%	111%	100%	91%	83%
11	1100%	550%	367%	275%	220%	184%	157%	138%	122%	110%	100%	91%
12	1200%	600%	400%	300%	240%	200%	172%	150%	133%	120%	109%	100%

Unscheduled Absence Rate = Unscheduled Leave Occurrences / Number of Months (Noted by gray shading)

Punctuality Rate = Tardies / Number of Months (Noted by blues shading)

Unscheduled Absence 0-50% - Satisfactory. Unscheduled Absence Greater than 50% - Unsatisfactory

Unscheduled Tardies 0-100% - Satisfactory. Unscheduled Tardies Greater than 100% - Unsatisfactory

#### Missed Time Transactions

- ❖ Missed Time Transactions are defined as any missed punch, change punch or delete punch without manager approval.
- ❖ The Missed Time Transaction Rate is calculated by utilizing the Missed Time Transaction Grid.
- ❖ The attendance year is defined as a rolling 12-month period. Missed Time Transactions are excessive when the Missed Time Transaction rate is greater than 50%. (See Missed Time Transaction Grid)
- ❖ When the employee's Missed Time Transaction rate exceeds 50%, the employee will receive a verbal warning. Disciplinary action will progress for each additional occurrence that causes the Missed Time Transaction rate to exceed 50% during the attendance year.

Missed Time Transactions calculation grid

MTT**	Number of Months in Attendance Year											
	1	2	3	4	5	6	7	8	9	10	11	12
24	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
25	100%	50%	33%	25%	20%	17%	14%	13%	11%	10%	9%	8%
26	200%	100%	67%	50%	40%	33%	29%	25%	22%	20%	18%	17%
27	300%	150%	100%	75%	60%	50%	43%	38%	33%	30%	27%	25%
28	400%	200%	133%	100%	80%	67%	57%	50%	44%	40%	36%	33%
29	500%	250%	167%	125%	100%	84%	72%	63%	56%	50%	46%	42%
30	600%	300%	200%	150%	120%	100%	86%	75%	67%	60%	55%	50%
31	700%	350%	233%	175%	140%	117%	100%	88%	78%	70%	64%	58%
32	800%	400%	267%	200%	160%	134%	114%	100%	89%	80%	73%	66%
33	900%	450%	300%	225%	180%	150%	129%	113%	100%	90%	82%	75%
34	1000%	500%	333%	250%	200%	167%	143%	125%	111%	100%	91%	83%
35	1100%	550%	367%	275%	220%	184%	157%	138%	122%	110%	100%	91%
36	1200%	600%	400%	300%	240%	200%	172%	150%	133%	120%	109%	100%

Missed Time Transactions 0-50% - Satisfactory (Noted by grey shading)

Missed Time Transactions Greater than 50% - Unsatisfactory (Noted by blue shading)