Section 3	**Policies & Procedures**	10/11/2001 - Effective
Subject	**Call In Policy**	12/26/2008- Reviewed
		12/26/2008 - Revised
Policy 3.2	**Call In Policy**	Care Management - Author

Call In Policy

Purpose

To provide guidelines by which the Care Management Department operates for requesting/taking leave.

Audience

All staff in the Department of Care Management.

Policy

Tardiness

1. If an employee anticipates late arrival to work, he/she must contact their Team Leader. If the employee is unable to speak with their Team Leader, they should contact the Assistant Director. An employee arriving late can choose to be charged vacation leave to the nearest quarter hour of arrival or flex the time with their Team Leader's approval. A "Leave Request Form" must be completed at the time of arrival if they choose to take vacation. If an employee fails to complete the form or flex the time, he/she will be docked for the late time.

2. Repeated tardiness may result in disciplinary action.

Sick Leave

1. If an employee is ill, he/she must speak to their Team Leader. If the employee is unable to speak with their Team Leader, they should contact the Assistant Director. Only after all attempts to contact the above are exhausted, should they call the main office. All call ins should occur no later than 2 hours prior to their scheduled shift. If the employee fails to call, the team leader will take appropriate disciplinary action.

2. If someone representing the employee calls to report the employee ill, the representative must identify a time and a number at which the employee can be reached.

3. If an employee does not have adequate sick leave to cover the hours of work missed, he/she may choose to take accrued vacation leave, holiday leave or compensatory time or they may choose to take leave without pay. However, if it is less than 16 hours prior to their shift it will be counted as unscheduled.

4. If an employee becomes ill during working hours, he/she must notify the appropriate team leader and request clearance to leave.

5. The Team Leader will enter who has called in and who will be covering on the Care Management Leave Schedule in Outlook. If it is after 8:00am, the Team Leader should notify the main office by email.

6. A "Leave Request Form" must be completed by the employee within 24 hours of return and given to the team leader. Unscheduled leave will be used for any time off with less than 16 hours notice.

The Care Management Department recognizes and follows the Human Resources Policy #3.9.8 "Sick Leave."

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