Specific Regulations Regarding Leave

Purpose and Scope

This policy delineates guidelines by which the Rehabilitation Services Department operates for requesting/taking leave.
This policy applies to all UTMB Rehabilitation Services areas.

Audience

All members of the Rehabilitation Services Department

Policy

The Department of Rehabilitation Services shall follow established guidelines for requesting/taking leave in order to assure efficient delivery of services.

Tardiness

- If an employee anticipates late arrival to work, he/she must speak directly with his/her supervisor by telephone between 8:00 and 8:10am or if late from lunch, between 1:00 and 1:10pm. An employee arriving late will be charged vacation leave to the nearest quarter hour of arrival. A "Leave Request Form" must be completed at the time of arrival. If an employee fails to complete the form, he/she will be docked for the late time.
- Repeated tardiness will result in disciplinary action.

Sick Leave

- If an employee knows he/she will be unable to attend work the following day, he/she should contact his/her supervisor prior to the scheduled workday.
- If an employee is ill on the scheduled workday, he/she must speak directly with his/her supervisor or designee by telephone between 8:00 and 8:10am. If the employee's supervisor is not available, the employee must leave a phone number at which he/she can be reached. If an employee fails to call, the supervisor will take the appropriate disciplinary action.
- 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.
- If an employee does not have adequate sick leave to cover the hours of work missed, he/she will take accrued vacation leave or holiday leave. When all leave is exhausted, an employee may be granted leave without pay.
- In the event of illness, the scheduled weekend therapist will first make an attempt to find coverage. Should this not be possible, the administrator-on-call will be contacted prior to 8:00 am.

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Specific Regulations Regarding Leave, Continued

Sick Leave (continued)

The supervisor will make the adjustment in the schedule or attempt to arrange additional coverage.

If the supervisor is unable to establish an adequate staffing ratio, the Administrator-On-Call will be contacted for additional guidance.

- If an employee becomes ill during working hours, he/she must notify the supervisor or Administrator-On-Call and request clearance to leave.

Vacation Leave

- Requests for vacation leave will be submitted and approved by the employee's supervisor.

Weekend / Holiday Rotation Schedule

- When a staff works a weekend day, resulting in working six (6) continuous days in succession, they may opt to take one day off during the pay period after the weekend worked.
- For exempt employees, the UTMB approved weekend differential rate for Saturday and Sunday is paid in addition to hourly rate regardless of hours worked in the pay period.
- If chosen, the regular day off for holidays may be accrued and taken at a time mutually acceptable to the employee and supervisor. In lieu of accruing holiday time, the employee may opt to be paid for working the holiday All holiday time must be used within 12 months of accruing the holiday.

Leave Requests

Vacation, sick and administrative leave **with** prior knowledge.

- A "Leave Request Form" will be completed by an employee and given to the supervisor who will approve or disapprove the request. (If a request is denied, the supervisor will provide a written reason.)
- The supervisor will submit all approved request forms to the appropriate timekeeper.
- Failure by an employee to comply with the procedures will result in leave without pay.

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Specific Regulations Regarding Leave, Continued

Leave Requests
(continued)

Vacation, Holiday, and sick leave **without** a minimum of 16 hour notice will be considered unscheduled. (IHOP 3.9.8)

- Absence and reason for absence will be reported directly to the employee's supervisor between 8:00 and 8:10am.
- A "Leave Request Form" must be completed by the employee within 24 hours of return and given to the supervisor.
- The supervisor will submit all approved request forms to the appropriate timekeeper.
- Failure by an employee to comply with the procedures will result in leave without pay.