



**Institutional Handbook of Operating Procedures  
Policy 03.01.05**

Section: Human Resources	Responsible Vice President: VP Human Resources and CHRO
Subject: Employee Relations	Responsible Entity: Human Resources

**I. Title**  
*Attendance*

**II. Policy**  
UTMB expects all employees to maintain attendance at a level to accomplish all job performance expectations. Regular and reliable attendance is an essential function of every position and a condition of employment at UTMB. Supervisors are responsible for maintaining attendance records for their assigned areas. The consistent application of attendance standards is essential to promoting fair employment practices. Absences qualifying under the Family & Medical Leave Act and approved accommodations under the Americans with Disabilities Act are excluded from this policy.

**III. Determining Rate of Excessive Unscheduled Absences**  
The Unscheduled Absence Rate is calculated by dividing “Unscheduled Leave Occurrences” by the “Number of Months.” (See Unscheduled Absence Rate Chart) Unscheduled absences are excessive when the Unscheduled Absence Rate is greater than 50%.

**IV. Responsibilities**

<b>Responsibility</b>	<b>Action</b>
Employee	<ul style="list-style-type: none"> <li>● Demonstrates regular punctual attendance;</li> <li>● Works all scheduled hours and pre-approved required overtime;</li> <li>● Attends to personal obligations outside of working hours; and</li> <li>● Complies with departmental attendance reporting procedures.               <ul style="list-style-type: none"> <li>● Requests supervisory approval for time off via the <i>Kronos Leave Request Process</i> and obtains written approval before taking scheduled leave.</li> <li>● Notifies supervisor per departmental guidelines when tardy, ill, or absent for any other reason(s).</li> </ul> </li> </ul>
Supervisor	<ul style="list-style-type: none"> <li>● Communicates the departmental expectation to all assigned employees;</li> <li>● Ensures the Attendance Policy is administered in a consistent and fair manner;</li> <li>● Approves or rejects employees’ requests for time off based on staffing and operational needs or frequency of absences;</li> <li>● Maintains current and accurate attendance records for all assigned employees;</li> <li>● Monitors time and attendance of employees on an ongoing basis.</li> <li>● Coaches employees, when necessary, about their attendance patterns; and</li> <li>● Communicates to employees the availability of medical leave options (FMLA, Sick Leave Pool, Leave of Absence).</li> </ul>

**V. Chart for Calculating Unscheduled Leave Occurrences**

ULO's*	Number of Months in Evaluation Period											
	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%

\* Unscheduled Leave Occurrences

0-50% - Satisfactory

**VI. Definitions**

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

For all UTMB Academic Enterprise and Institutional Support employees, scheduled and unscheduled leave will be defined as follows:

- **Scheduled** – when an employee notifies his/her supervisor of an absence 16 hours prior to their requested leave.
- **Unscheduled** – when an employee notifies his/her supervisor an absence anytime less than 16 hours prior to their requested leave.

For all UTMB Health System employees, scheduled and unscheduled leave will be defined as follows:

- **Scheduled** – when an employee notifies and receives approval from his/her supervisor of an absence: (1) 48 hours prior to their requested leave in a work area with a set schedule; or (2) 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 set forth above for UTMB Health System employees.

Requests for scheduled leave not protected under the Family & Medical Leave Act or the Americans with Disabilities Act must be submitted for approval in advance and may be denied based on staffing needs, operational needs, or frequency of absences. Failure to report to work on a day for which approval of leave has been denied may result in disciplinary action, up to and including termination.

Excessive unscheduled absences may result in disciplinary action, up to and including termination.

- **Job Abandonment** – when an employee does not report to work and does not contact his/her supervisor for three consecutive work days. Job abandonment also includes leaving the

designated worksite, prior to the end of the scheduled shift, without prior supervisory approval. Occurrences of job abandonment may result in disciplinary action, up to and including termination.

- **Tardies/Partial Unscheduled Absence** – when an employee reports to work after the scheduled starting time or leaves the work area prior to the end of the scheduled shift without giving 16 hours’ notice. Tardies and partial absences for Health System employees must be approved in accordance with the leave notification procedures.
  - Tardies and partial unscheduled absences will be tracked, and each department determines the acceptable standard for tardies and partial unscheduled absences.
  - An excessive number of tardies or partial unscheduled absences may result in disciplinary action based on published departmental policy. It is up to department policy as to whether tardies or partial absences may be made up later in the work week.
- **Unscheduled Leave Occurrence** – when an employee is absent one or more consecutive workdays without required notice. Absences of consecutive work days for the same reason are recorded as one occurrence.

**VII. Related UTMB Policies and Procedures**

[IHOP - 03.01.09 - Discipline, Dismissal and Appeals for Classified Employees](#)

[IHOP - 03.06.11 - Sick Leave Pool](#)

[IHOP - 03.06.08 - Parental Leave](#)

[IHOP - 03.06.07 - Leave of Absence Without Pay](#)

[IHOP - 03.06.10 - Sick Leave](#)

[IHOP - 03.06.09 - Family and Medical Leave](#)

**VIII. Dates Approved or Amended**

<i>Originated: 02/15/1995</i>	
<i>Reviewed with Changes</i>	<i>Reviewed without Changes</i>
07/14/2006	
09/17/2018	

**IX. Contact Information**

Employee Relations

(409) 772-8696