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Respiratory, Sleep, and Diagnostics Time and Attendance

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 the Galveston, League City, and Angleton Danbury campuses.

Policy

All employees are expected to maintain attendance at a level to accomplish all job performance expectations. The Director or Manager is responsible for maintaining attendance records for all 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. Employees are expected to notify the appropriate designee as soon as the potential for delay or actual delay in arriving at the scheduled time is recognized.

Scheduled Absences/Scheduled Sick Leave

No unscheduled absence will be assessed for the following:

- Work-related injury or illness
- Family/medical leave
- Funeral leave
- Illness related absence when at least 16 hours notice has been given

Scheduled sick leave for non-illness related situations or elective medical procedures must be requested and approved in advance and may be disapproved based on staffing needs, operational needs, or frequency of absences. The employee may be asked to provide verification. Failure to report to work on a day for which approval of leave has been denied may result in disciplinary action.

Unscheduled Absences

An unscheduled leave occurrence consists of notification of an absence from the workplace anytime less than 16 hours prior to the start of an employee's shift. Absences of consecutive work days for the same reason are recorded as one occurrence.

- Employees are expected to call the appropriate designee a minimum of three (3) hours prior to the beginning of the

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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:
 - Name
 - Reason for absence
 - Telephone number at which he/she may be contacted.
 - Expected return date and time.
- Employees **may not leave voice mail, text messages, or send e-mails to notify of an intended absence.**
- An employee who calls in sick on three (3) consecutive work days shall be required to present a physician’s statement verifying the illness and clearing the employee to return to work.
- If the unscheduled absence occurs on a weekend, the employee may be scheduled to work an additional weekend or time to be determined at a future date.
- If the 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 may be required to work an additional holiday or time to be determined at a future date.

Leave Requests

All employees must submit a Leave Request in Kronos whenever leave time is taken. The leave requests must be properly submitted and approved prior to taking scheduled leave.

- Respiratory Care Services employees are expected to submit leave requests at least four (4) weeks prior to the start of the schedule in which the leave will occur.
- Employees in the Sleep Lab, Diagnostics, and Pulmonary Rehab must submit requests at least three (3) weeks prior to the start of the monthly schedule.
- Personal information regarding medical conditions should not be included on the Leave Request. In the event of an unscheduled leave occurrence, the employee shall complete a Leave Request immediately upon return to work.

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Holiday/Vacation Requests and Approvals:

- Holiday/vacation requests should be submitted no more than six (6) months before the time off being requested
- 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 a minimum of three (3) months prior to the schedule in which the leave will occur. If approval is needed in advance of three (3) months, 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).
- A maximum of one staff member will be allowed off on holiday/ vacation leave at a time on each shift in any department.
- A stand-by holiday/vacation list will be available for those requests which were not approved (due to schedule conflicts or being submitted after the deadline)
 - Staff may have the opportunity to have holiday/vacation time granted on a daily basis if there are adequate staffing levels to support clinical activities on the day in question (as approved by the Director, Manager or designee)
 - Staff must call each day, two (2) hours prior to the start of the shift that leave will be taken to ensure that staffing levels are adequate to allow for them to be off
- Spring Break:
 - Spring Break may not be granted to the same person two (2) years in a row unless no one else requests the time off.
 - Holiday/vacation approval for people requesting the week of Spring Break in two consecutive years will not be granted until six weeks before the schedule in which the Spring Break week occurs is released
- Holidays:
 - Prior holiday requests will be considered; the same person will not be allowed to have the same holiday time off for two (2) consecutive years unless no one else requests it
 - Approval for people requesting the same holiday time in two consecutive years will not be granted until six weeks

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before the schedule in which the holiday will occur is released

- Fall/Winter Holidays
 - The RCS department rotates the major holidays among two (2) groups
 - Group 1 works Christmas (days to be determined each year)
 - Group 2 works Thanksgiving/New Year's (days to be determined each year)
 - Groups alternate holidays every other year
 - Prior Fall/Winter holidays will be considered; the same person will not be allowed to request holiday/vacation time off during the Fall/Winter holiday time for two (2) consecutive years unless no one else requests it
 - Approval for people requesting Fall/Winter holiday time in two (2) consecutive years will not be granted until six (6) weeks before the schedule in which the holiday will occur is released

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.

Employee Time Card Management

- All employees are required to approve their timecards at the close of each pay period (by 0800 on Pay Mondays)
- In the event it takes an employee longer than 10 minutes to approve his/her timecard, he/she will need to notify the Manager or Director so that the timecard can be adjusted accordingly
- If an employee fails to approve their time card, the employee will be required to sign a printed timecard provided by the Manager or Director
 - If changes to the time card are necessary, the employee must submit a historical edit request
 - Employees failing to sign their time card will receive a coaching, with progressive discipline to follow

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No Show/No Call

No call/no show is when an employee does not report to work without notifying the appropriate designee. Job Abandonment occurs 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 without prior supervisory approval. Occurrences of job abandonment may result in disciplinary action which may include termination.

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.
- Clock-ins should be performed in the department immediately before reporting for duty.
- When an employee is late, the lost time cannot be made up later in the work week.
- For the purposes of 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 or if the employee is called in to work a shift beyond a reasonable period of time to allow for preparation. The shift supervisor who calls an employee in to cover a shift will document this information for future reference.

Clocking In and Out

The Director will designate the phone(s) to be used for KRONOS in each area. Clock-ins for Respiratory Care staff must occur within the department (from phone numbers: 21635, 21636, or 22809). Clock outs may occur in the department or from these designated numbers following report:

SICU Blood Gas Lab	67696
MICU Blood Gas Lab	67692
TDC Blood Gas Lab	76207
ISCU Blood Gas Lab	76254
PICU	23130
ER	26244

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Employees at the Angleton Danbury Campus Clock in and out using:
7-1-866-943-4220

Non-Exempt employees must clock in and out each day. Disciplinary action, up to and including termination of employment, may be taken against those who:

1. Use unauthorized phones to clock in or out; or
2. Use the KRONOS system to clock in or out for other employees.

Employees are expected to clock in and out at the time assigned by their Manager. Pay will not be docked for clocking transactions that occur within seven (7) minutes of the time assigned by the Manager. However, an employee will be considered tardy for clocking in one (1) or more minutes after the designated start time. Employees may not clock in or out more than seven (7) minutes before the scheduled start and end times without authorization from the Manager. If an employee fails to clock, it is the employee’s responsibility to submit the KRONOS Time Adjustment online to the Manager. Employee may not receive a partial check if due to the employee’s failure to make necessary changes in Kronos to correct their clock in/out.

Determining Rate of Attendance Events

Attendance events are defined as those occurrences resulting in the employee being absent for a scheduled shift in an unexpected or unapproved manner, either for a portion of it or in its entirety. Missing clock transactions are also interpreted as an attendance event.

Attendance events are weighted according to the following table

Event Name	Weight
Unscheduled Leave Occurrence	4
Tardy	2
Missing Clock Transaction	1

The Attendance Event Rate is calculated by:

- Multiplying the weight of each event by its number of occurrences for the attendance year
- Combining the weighted totals to get the number of total weighted attendance events, then

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- Locating the corresponding event rate percentage for the number of events and months on the attached Chart for Calculating Attendance Event Rate.

The attendance year is defined as a rolling 12-month period. Attendance events are excessive when the Attendance Events rate is greater than 50%. (See Attendance Events Rate Schedule)

When the employee’s attendance events rate exceeds 50%, the employee will receive a verbal reminder. Disciplinary action will progress for each additional occurrence that causes the Attendance Event Rate to exceed 50% during the attendance year

Chart for Calculating Attendance Event Rate

Weighted Attendance Events	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%
4-7	100%	50%	33%	25%	20%	17%	14%	13%	11%	10%	9%	8%
8-11	200%	100%	67%	50%	40%	33%	29%	25%	22%	20%	18%	17%
12-15	300%	150%	100%	75%	60%	50%	43%	38%	33%	30%	27%	25%
16-19	400%	200%	133%	100%	80%	67%	57%	50%	44%	40%	36%	33%
20-23	500%	250%	167%	125%	100%	84%	72%	63%	56%	50%	46%	42%
24-27	600%	300%	200%	150%	120%	100%	86%	75%	67%	60%	55%	50%
28-31	700%	350%	233%	175%	140%	117%	100%	88%	78%	70%	64%	58%
32-35	800%	400%	267%	200%	160%	134%	114%	100%	89%	80%	73%	66%
36-39	900%	450%	300%	225%	180%	150%	129%	113%	100%	90%	82%	75%
40-43	1000%	500%	333%	250%	200%	167%	143%	125%	111%	100%	91%	83%
44-47	1100%	550%	367%	275%	220%	184%	157%	138%	122%	110%	100%	91%
48 or >	1200%	600%	400%	300%	240%	200%	172%	150%	133%	120%	109%	100%

Attendance Events 0-50% - Satisfactory
 Attendance Events Greater than 50% - Unsatisfactory

Non-compliance

- Employee not achieving UTMB attendance standards are subject to disciplinary action which may include termination.
- Employees reporting to work after the established starting time are subject to having his/her pay docked and disciplinary action which may include termination.

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- Employees failing to obtain supervisory approval for absences are subject to having his/her pay docked and disciplinary action which may include termination.
- Employees failing to follow the established departmental procedures are subject to disciplinary action which may include termination.
- Failure to provide a physician return to work release required for unscheduled absences may result in docking and/or disciplinary action which may include termination.
- Non-compliance with attendance policies may negatively affect performance evaluation and/or eligibility for merit increases.

References

IHOP Policy 3.1.5 Attendance
 IHOP Policy 4.1.2 Employee Timecard Management
 UTMB Nursing Practice Policy 2-21 Nursing Service Time and Attendance