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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, Clear Lake and Angleton Danbury campuses. This also includes ADC Cardiopulmonary.

### **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.

### **Definitions**

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

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.

### **Scheduled Absences/Unscheduled Absences**

- Employees are expected to call the appropriate designee a minimum of three (3) hours prior to the beginning of the assigned shift for notification of an unscheduled absence.

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Failure to call in on time may result in disciplinary action up to and including termination.

- Employees are 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 workdays 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.

- 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.
- 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.

### **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.

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- 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. (Unless approved by the Department Director)
- 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 daily 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 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)

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- 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
- ADC Cardiopulmonary: The departments rotate the major holidays among groups. 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

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 Timecard 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

### **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 workdays. Job abandonment also includes leaving the designated worksite without prior supervisory

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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 to allow for preparation. The shift supervisor who calls an employee in to cover a shift will document this information for future reference.
- Tardies/Partial Unscheduled Absence-Refer to IHOP Policy 03.01.05.

### **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. Employees may clock out from their assigned areas after finishing their end of shift report.

Employees at the Angleton Danbury Campus Clock in and out using:  
 Cardiopulmonary Department phone  
 Sleep Lab phone  
 Cardiac/Pulmonary Rehab phone

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.

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### Determining Rate of Unscheduled Absences/ 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)
- Each “ULO” or Unscheduled Leave Occurrence” will be worth 4.0 units. To include Punctuality rate, each Tardy or Partial Unscheduled Leave Occurrence will be worth 1.0 unit.
- ULOs and Punctuality rate is added together to produce the Units of ULOs and Punctuality Rate. Which is then compared to the number of months to get the final percentage of ULO’s punctuality rate.
- When the employee’s ULO and Punctuality rate exceeds 50%, the employee will receive a verbal reminder.
- Disciplinary action will progress for each additional occurrence that causes the ULO and Punctuality Rate to exceed 50% during the attendance year.

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%
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%

### Non-compliance

- Employee not achieving UTMB attendance standards are subject to disciplinary action which may include termination.

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- 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 03.01.09 Discipline, Dismissal and Appeals for Classified Employees  
 IHOP Policy 03.06.11 Sick Leave Pool  
 IHOP Policy 03.06.08 Parental Leave  
 IHOP Policy 03.06.07 Leave of Absence Without Pay  
 IHOP Policy 03.06.10 Sick Leave  
 IHOP Policy 03.06.09 Family and Medical Leave  
 IHOP Policy 4.1.2 Employee Timecard Management  
 UTMB Nursing Practice Policy 2-21 Nursing Service Time and Attendance