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. 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.

Scheduled Absences/Unscheduled Absences
- Refer to IHOP Policy 03.01.05 for definitions of Scheduled and Unscheduled for all UTMB Academic Enterprise and Institutional Support employees, and for all UTMB Health System Employees.
- 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. 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 and 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, Pulmonary Rehab, and ADC Cardiopulmonary 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.

**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)
  o 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)
  o 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:
  o Spring Break may not be granted to the same person two (2) years in a row unless no one else requests the time off.
  o 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:
  o 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
  o 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
  o 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.

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 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.
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.
- 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 (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
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.

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.

Chart for Calculating Unscheduled Leave Occurrences
- Refer to IHOP Policy 03.01.05

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.
- 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 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