

MEDICAL COLLEGE OF OHIO

Subject: ABSENTEEISM/TARDINESS GUIDELINES

Policy No.: 01-052

The purpose is to establish uniform absenteeism/tardiness guidelines for all units, departments and areas within the Medical College of Ohio at Toledo to control absenteeism, and tardiness and also reduce excessive operating expenses.

Each employee is a very important MCO team member. Regularity of attendance is essential to the successful performance of each of our positions and is especially important in the efficient operation of our hospitals and educational facility.

All employees are expected to be at their appointed work places, ready to work at their regular starting time and remain at such work places, and at work until their regular scheduled quitting time, except when properly relieved.

Employees should be instructed to notify their immediate supervisor or department representative before the start of their shift, each department may have a procedure of the "window period" to call in prior to the employee's scheduled start time, if they are ill, or if for some unavoidable reason they must miss work or be late. Messages left with the switchboard operator should not be permitted unless provided for in department procedure.

Employees reporting off work shall be required to give their name, department, shift, reason for absence or late and when they expect to return or report to work.

Employees who fail to report off work and/or fail to show up for work shall be given a Breach of Policy Notice for the offense.

Employees who fail to report off work within the departmental "window period" procedure shall be given a Breach of Policy Notice for the offense.

Employees who have irregular attendance, which is documented by supervision, such as absences in conjunction with scheduled days off, may be given a Breach of Policy Notice for the offense.

Full-time employees those who are budgeted to work more than .50 FTE shall be assessed one (1) point for each eight (8) hours of sick time, and one half point for every lateness, up to a combined total of thirteen (13) points in any one year rolling period. Two (2) points shall be assessed for each eight (8) hours of sick time used on weekends. "Weekend" for all shifts, except for the internal agency, begins 10:59 P.M. on Friday and ends 10:50 on Sunday on each week. (Only one point will be assessed if the weekend shift is made up within eight weeks of the absence.)

Part-time employees, those who are budgeted to work .50 FTE (20 hours) or less, shall be subject to the procedures outlined above. With the exception(s) Part-time employees shall be assessed 1 point for each 4 hours of sick time and part-time employees shall be assessed one (1) point for each four (4) hours of sick time used on weekends. Employees whose salaries are supported from grant funding, whether hourly or auto-pay, are not subject to point accumulation. All other guidelines apply.

At every two (2) point assessment interval up to 12 points, the employee will be issued a Points Assessment Notice (PAN), outlining the employee's accumulated points. In addition to the PAN, the following discipline shall be imparted at the various intervals: five (5) points – Oral reprimand; eight (8) points – Written reprimand; ten (10) points – Three (3) day suspension; twelve (12) points – ten (10) day suspension; thirteen (13) points – Termination. The employee also shall be terminated upon the second 10-day suspension in a 24 month period.

Notwithstanding the progressive disciplinary levels outlined above. An employee's misconduct shall be additional grounds for the employee's discipline at the next level of progressive discipline.

Lateness means reporting to work seven (7) or more minutes after the shift begins or leaving work before the shift ends without prior approval by a supervisor. Prior to the implementation of the swipe system outlined below, an employee will be charged one quarter point for tardiness for reporting to work up to seven (7) minutes late.

Effective immediately upon the employer's implementation of the automated time and attendance ("swipe") system, lateness means coming to work after the employee's scheduled shift begins or leaving work without prior approval before the employee's scheduled shift ends.

The one year rolling period for purpose of calculating assessed points is measured one year back from the employee's most recent use of eight (8) hours' sick leave or the employee's most recent lateness/tardiness.

If a supervisor, manager, director or chairman has reason to believe that sick leave is being abused, such employees should be requested in advance by letter to provide medical certification from their attending physician. If such employees fail to do so, they may be given a Breach of Policy Notice for the offense.

Approved leaves of absence, in-patient hospital stays, military obligations, personal leave days, funeral leave, jury duty, workers' compensation leave, vacations, unscheduled holidays, and compensatory time are exempted from these guidelines.

We should ordinarily follow the principle of progressive corrective action through a system of oral reprimand, written reprimand, and request for hearing in the Human Resources Department which may result in suspension or dismissal. All attendance related suspensions in conjunction with Article 31, Sick Leave, CBA and MCO policy 01-052 shall be paper suspensions. Suspensions related to an employee failing to report off work and/or failing to show up for work and failing to comply with the departmental "window period" are subject to external suspensions.

Source: Vice President for Operations

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