

MEDICAL COLLEGE OF OHIO

Subject: ATTENDANCE

Policy No.: 05-043

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Regularity of attendance is essential to successful performance of all positions and is especially important in the operation of a hospital and educational facility. Employees who are ill or for some other unavoidable reason must miss work, must notify their area or department head or supervisor as far in advance as possible, but no later than departmental policy and/or procedure. This must be done before the start of the scheduled shift. Messages left with the switchboard operator do not constitute appropriate notification of area or department head or supervisor unless provided for in department procedure to report inability to work.

Because of scheduling problems, a department may have additional policies regarding "Reporting Off". These, as well as Medical College policies shall be strictly followed.

Employees who are habitually absent, or who are absent for three (3) or more scheduled days without leave or notice, may be subject to corrective action up to and including dismissal; or may be considered as having resigned their position.

Employees are not to leave their assigned duties until their scheduled shift is completed. An employee who leaves their area without the immediate supervisor's approval may be subject to corrective action up to and including dismissal.

Source: Vice President for Operations

Effective Date: 07/01/86

Revision/Review Date:

10/15/87

08/01/88

08/07/89

08/06/90

10/22/91

12/10/93

07/01/95

07/29/96

04/01/98 Reviewed

07/01/99 Reviewed

07/01/00 Reviewed

07/01/01 Reviewed

07/01/02 Reviewed

07/01/03 Revised