


<b>Name of Policy:</b>	<b>Reporting Illness and Absenteeism</b>	 <b>Effective Date: 4/22/2010</b> Initial Effective Date: 9/3/1980
<b>Policy Number:</b>	3364-134-53	
<b>Department:</b>	Radiation Oncology	
<b>Approving Officer:</b>	Vice President & Executive Director	
<b>Responsible Agent:</b>	Technical Manager, Radiation Oncology	
<b>Scope:</b>	Radiation Oncology	
<input type="checkbox"/> New policy proposal <input type="checkbox"/> Major revision of existing policy		<input type="checkbox"/> Minor/technical revision of existing policy <input checked="" type="checkbox"/> Reaffirmation of existing policy

**(A) Policy Statement**


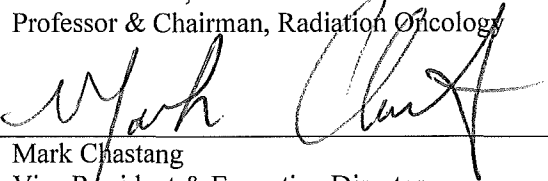
Personnel must give daily notification of illness 60 minutes prior to their scheduled time to report to work by telephoning the Radiation Oncology Manager and the front desk staff. The individual receiving the call will inform the appropriate personnel. The employee calling in will notify the Manager at her home, pager, cell phone or office in addition to the above procedure.

**(B) Purpose of Policy**

To give ample time to make any necessary alterations in the department work schedule each day.

**(C) Procedure**

1. Telephone Radiation Oncology Department, telephone number 383-4541 and the Manager.
2. Identify who is calling and reason for absence.
3. Repeat procedure for each day absent.
4. Refer to Article 31 of the union agreement regarding illness and absenteeism.

<b>Approved by:</b>		<b>Review/Revision Date:</b> 10/22/1985 1/2007 10/22/1986 4/22/2010 10/1987 1988 1989 2/1990 7/1993 2/1995 1996 3/1997 4/1999 3/2002
 John Feldmeier, DO Professor & Chairman, Radiation Oncology	5/12/10 Date	
 Mark Chastang Vice President & Executive Director	5/17/2000 Date	
Review/Revision Completed By: Michelle Giovanoli		<b>Next Review Date: 4/1/2013</b>
<b>Policies Superseded by This Policy: 38-53</b>		