Reporting of absences in the sleep Name of Policy: disorders center THE UNIVERSITY OF TOLEDO MEDICAL CENTER **Policy Number:** 3364-171-01-03 **Department:** Sleep Disorders **Approving Officer:** Senior Hospital Administrator Director, Sleep Disorders Center **Responsible Agent:** Effective Date: 03/17/2023 Scope: The University of Toledo Medical Center Initial Effective Date: 03/17/2023 **Pulmonary Services Department** New policy proposal Minor/technical revision of existing policy Major revision of existing policy Reaffirmation of existing policy

(A) Policy Statement

All staff of the Sleep Disorders Center will follow a set process for calling in sick to allow for coverage or cancellation of scheduled sleep studies.

(B) Purpose of Policy

To establish a process when an employee in the Sleep Disorders Center. To establish a uniform procedure in the event an employee needs to report off work.

(C) Procedure

All calls must be made at least two hours before scheduled starting time and earlier if possible. (Exception: are outlined in the union contract.)

- 1. The employee needs to call the Sleep Disorders Center and speak to the Manager or the Associate Director of Respiratory. In the event the call is after normal business hours, the employee will call 419-383-2552 and speak to the Respiratory Manager if the employee is sick and has available sick time or is calling off for a FMLA absence only. For FMLA, the employee must also report the time to FMLASource via phone (1-833-955-3388), app, or website (https://www.fmlasource.com/FMLAWeb/login/login.xhtml) within 24 hours.
- 2. If calling off for reasons that qualify under sick time program outlined in the union contract, the employee needs to leave a message on the Nursing Service call offline, giving name, shift, unit and reason unable to report as scheduled. It must be clearly stated if ill or if calling off using an approved FMLA. Sick time (if calling off ill) will be used as a default unless there is notification that it is under an approved FMLA. There must also be a current approved FMLA to state that the call off is for "FMLA". If the employee currently has multiple FMLAs, they must state which one. If the employee is calling off related to a pending FMLA employee must state "pending FMLA" in the voice message. If no reason (sick or FMLA) or unauthorized reason is provided on the call offline, it is considered unauthorized time off which is subject to progressive discipline up to and including termination.
- 3. An employee, who does not follow the inability to report to work as scheduled policy for appropriate notification, will be marked absent without notice and progressive disciplinary action will be taken, up to and including termination.

Approved by:		Review/Revision Date: 03/23
Michael Taylor Director, Pulmonary Services	03/20/2023 Date	
Andre Aguillon, M.D. Medical Director	03/19/2023 Date	
Russell Smith	03/20/2023 Date	
Senior Hospital Administrator Review/Revision Completed By: Director, Sleep Disorders Center Policies Superseded by This Policy:		Next Review Date: 03/26

It is the responsibility of the reader to verify with the responsible agent that this is the most current version of the policy.