


Name of Policy: Reporting of absences in the Sleep Disorders Center		 Effective date: Original effective date: March 17, 2023	
Policy Number: 3364-171-01-03			
Approving Officer: Chief Executive Officer Chief Operating Officer Medical Director			
Responsible Agent: Director, Respiratory Care			
Scope: The University of Toledo Medical Center Pulmonary Services Department			
Key words: Unscheduled, FMLA, Sick, Absent, Ill			
	<input type="checkbox"/> New policy proposal	<input checked="" type="checkbox"/>	<input type="checkbox"/> Minor/technical revision of existing policy
	<input type="checkbox"/> Major revision of existing policy	<input type="checkbox"/>	<input type="checkbox"/> 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 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. (exceptions are outlined in the union contract).

- (1) The employee needs to call the Sleep Disorders Center and speak to the Manager or the Director of Respiratory. In the event the call is after normal business hours, the employee will call 555-555-5555 and speak to the Sleep Lab 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.

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- (2) 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 FMLA's, they must state which one. If the employee is calling off related to a pending FMLA employee must state "pending FMLA." If no reason (sick or FMLA) or an unauthorized reason is provided, 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.

