


Name of Policy: <u>Inability to Report to Work as Scheduled</u> Policy Number: 3364-101-08-07 Department: Ambulatory Services Approving Officer: Chief Operating Officer Responsible Agent: CEO - UTMC Scope: Ambulatory Services	 Effective Date: 7/1/2021 Initial Effective Date: September 10, 2013
<input type="checkbox"/> New policy proposal <input checked="" type="checkbox"/> Minor/technical revision of existing policy <input type="checkbox"/> Major revision of existing policy <input type="checkbox"/> Reaffirmation of existing policy	

(A) Policy Statement

The Ambulatory Administrative Office is to be notified by an employee if they are unable to report to work as scheduled. The Ambulatory Administrative Office is then responsible for notifying the respective manager or designee.

(B) Purpose of Policy

To provide a uniform method for reporting the inability to work as scheduled.

(C) Procedure

When the employee is unable to report for work as scheduled, notification needs to be made in the following manner:

1. If the employee is sick and has available sick time or is calling off under FMLA absence only, the Ambulatory Services call off line will be called at 419-383-3881. The employee must state name, shift, clinic, and reason unable to report as scheduled. The employee must clearly state if they are using sick time or an FMLA. If the employee currently has multiple FMLAs, they must state which one. There must be a current FMLA to state that the call off is for “FMLA”. If the employee is calling off related to a pending FMLA, employee must state “pending FMLA” in the voice message.
2. 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.
3. If no reason (sick or FMLA) is stated in the message; or unauthorized reason is provided on the call off line, it is considered unauthorized time off which is subject to progressive discipline up to and including termination.
4. If the employee is out of sick time and is ill (non-FMLA related) or is requesting any other type of time off such as pre-approved vacation time, compensatory time, personal time, or authorized unpaid time, the clinic manager must be contacted for prior approval. If the time off is not approved by a supervisor, it is considered unauthorized time off which is subject to progressive discipline up to and including termination.
5. All calls must be made at least two hours before scheduled starting time and earlier if possible. (Exception: are outlined in the union contract.) 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.

<p>Approved by:</p> <p><u>/s/</u> <u>07/08/2021</u> Christine Stesney-Ridenour, FACHE Chief Operating Officer Date</p> <p><u>/s/</u> <u>07/08/2021</u> Rick Swaine, CPA Chief Executive Officer - UTMC Date</p> <p><i>Review/Revision Completed By: Ambulatory Services</i></p>	<p>Review/Revision Date: 9/9/2013 7/1/2017 3/15/2020 6/29/2021</p> <hr/> <p>Next Review Date: 7/1/2024</p>
<p>Policies Superseded by This Policy:</p>	

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