


Name of Policy: <u>Calling off – staffing line</u> Policy Number: 3364-104-806 Department: Food & Nutrition Approving Officer: Food & Nutrition Director Responsible Agent: Food & Nutrition Management Scope: Food & Nutrition Services	 Effective Date: 6/1/2022 Initial Effective Date: 6/1997
<input type="checkbox"/> New policy proposal <input type="checkbox"/> Major revision of existing policy	
<input checked="" type="checkbox"/> Minor/technical revision of existing policy <input type="checkbox"/> Reaffirmation of existing policy	

(A) Policy Statement

All employees will be at their appointed work place, ready to work at their scheduled starting time. Employees will remain at such work place until their scheduled quitting time. All work must be completed before leaving for the day.

Employees will be required to notify the Food & Nutrition (call off) Staffing Line at least one (1.0) hour before the start of their scheduled time to begin work if they are ill or for some unavoidable reason must miss work or be late. If for any reason a third shift comes available in F & N , the employee(s) will need to notify the supervisor/manager on duty one and one half (2) hours prior to the start of their scheduled shift.

(B) Purpose of Policy

Food and Nutrition Services (FANS) has established monitoring call off for staffing guidelines to promote promptness to allow for efficient record keeping and quality care.

(C) Procedure

1. If the employee is sick and has available sick time or is calling off under FMLA absence only, the Food & Nutrition call off line will be called at 419-383-6717 at least 1 hour before their scheduled shift. The employee must state name, shift, and reason unable to report as scheduled. The employee must clearly state if they are using sick time or an FMLA.
2. Employees calling off sick with no accrual of time in their bank(s) and/or need to request the time off work using other bank time (vacation, comp, personal, unpaid), will be required to call 419-383-6717 at least one hour before their scheduled shift begins and leave a message for the supervisor/manager on duty stating the following: name, shift, the request for time off, a working call back number for the supervisor/manager to call back and discuss the situation.
 - a. The supervisor/manager on duty may grant or deny requests based on operational needs.
 - b. A request does not automatically grant the time off. Approval must be obtained by the supervisor on duty.
3. Employees need to call in themselves unless they are unable to because of an emergency situation, only then can a family member or other representative call for the employee.
4. Family Medical Leave Act (FMLA)
 - a. If you are going to be off work more than 3 consecutive days due to a serious illness, you are required to contact Human Resource Department at 419-383-6785 to inquire for the proper application.

- b. 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.
 - c. 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”.
 - d. If the employee is calling off related to a pending FMLA, employee must state “pending FMLA” in the voice message.
5. 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.

Employees are encouraged to inform their immediate manager/supervisor of any problems they are experiencing that may be affecting their attendance.

This policy includes all Hourly Bargaining Unit employees and all Hourly Bargaining Unit Exempt employees (Supervisors).

<p>Approved by:</p> <p style="text-align: right;"><u>5/16/22</u> Date</p> <p>Joshua Krupinski Director, Food & Nutrition</p> <p><i>Review/Revision Completed By: Food & Nutrition</i></p>	<p>Review/Revision Date:</p> <p>6/1998 8/1999 3/2000 2/2001 2/2002 11/2007 6/2/2008 7/1/2011 7/1/2014 7/1//2017 4/23/2019 7/6/21 5/3/22</p> <hr/> <p>Next Review Date: 5/1/25</p>
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