


Name of Policy: Reporting Absence from Work Policy Number: 3364-107-207 Approving Officer: Medical Director, Clinical Pathology Responsible Agent: Director, Clinical Pathology Administrative Director, Lab Scope: Pathology Laboratory University of Toledo Medical Center		 Effective date: 01/04/2025 Original effective date: 07/01/2003	
Key words: Calling off, central office, calling off details, FMLA, attendance audit.			
<input type="checkbox"/>	New policy proposal	<input type="checkbox"/>	Minor/technical revision of existing policy
<input type="checkbox"/>	Major revision of existing policy	<input checked="" type="checkbox"/>	Reaffirmation of existing policy

(A) Policy statement

The laboratory has a policy for all laboratory employees who are unable to report to work to directly notify their immediate supervisor, or their designee prior to the beginning of their work shift.

(B) Purpose of policy

Provide a consistent process to accurately communicate and document employee absence from work.

(C) Procedure

1. All laboratory employees must call Pathology Central Office line (419-383-3470) to report their inability to work at least one hour before the start of their scheduled shift. Notification to report late must be received prior to the start of the shift.
2. The caller must clearly state their name, department, amount of time requested, and the reason for the absence.
3. The employee must clearly state if they are using sick time or Family Medical Leave Act (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."
4. For FMLA, the employee must also report time the time to FMLASource via phone (1-833-955-3388), app, or website (<https://www.fmlasource.com/FMLAWeb/login/login.xhtml>) within 24 hours.
5. If no reason (sick or FMLA) is stated; or unauthorized reason is provided, it is considered unauthorized time off which is subject to progressive discipline up to an including termination.

6. If the employee is out of sick time and is ill (non-FMLA related) or is requesting another type of time off which is pre-approved vacation time, compensatory time, or personal time, the 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.
7. Only the caller's immediate supervisor or the Administrative Director can approve requests for paid or unpaid time off other than sick leave. The caller must have approval for use of alternate time-off prior to the start of the shift.
8. When weather emergencies arise, UT Administrative Policy #3364-25-14 shall govern.
9. All calls will be documented in the Central Office Log and communicated to the employee's department.
10. Failure to report inability to work before the start of the employees scheduled shift according to this policy may result in progressive discipline up to and including termination.
11. At the completion of each pay period, employee attendance records will be audited for that pay period.

<p>Approved by:</p> <p><u>/s/</u> Name: Amira Gohara, M.D. Title: Medical Director, Clinical Pathology</p> <p><u>1/10/2025</u> Date</p> <p><i>Review/Revision Completed by:</i></p> <p><i>Joshua Otiso, Administrative Director, Lab</i></p>	<p>Policies Superseded by This Policy:</p> <ul style="list-style-type: none">• <i>P-07</i> <p>Initial effective date: 07/01/2003</p> <p>Review/Revision Date: 01/04/2025</p> <p>Next review date: 01/04/2027</p>
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