Name of Policy: Inability to Report to Work as Scheduled
Policy Number: 3364-110-11-04
Department: Nursing Service
Approving Officer: AVP Patient Care Services/CNO
Responsible Agent: AVP Patient Care Services/CNO
Scope: The University of Toledo Medical Center

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Effective Date: 7/1/2018
Initial Effective Date: 7/1/1981

Policy Statement

The Nursing Administrative Office is to be notified by a nursing service employee if he/she is unable to report to work as scheduled. The Nursing Administration Office is then responsible for notifying the nursing unit.

Purpose of Policy

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

Procedure

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

1. a. If the employee is sick and has available sick time or is calling off for a Human Resource approved Family Medical Leave Act (FMLA) absence only, the Nursing Service call off line should be called at 419-383-6045.

b. If calling off for reasons that qualify under Article 31, sick leave, as stated above, the employee should leave a message on the Nursing Service call off line, 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 a Human Resource approved FMLA. There must also be a currently approved FMLA to state that the call off is for "FMLA". If no reason (sick or FMLA) or unauthorized reason (see 1c) is provided on the call off line, it is considered unauthorized time off which is subject to progressive discipline up to and including termination.

c. 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 immediate supervisor or the House Supervisor (HS) (after normal business hours) must be contacted for prior approval. This time off is not guaranteed and needs prior authorization from a management official. 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.

2. If calling off for a personal serious health condition or for a serious health condition of an immediate family member as defined by the Family Medical and Leave Act and the employee has been unable to work for more than three consecutive days, the employee may qualify for a FMLA. An additional qualification may be if there is a serious health condition that prevents working on an intermittent basis. Human Resources should be contacted to inquire as to rights and responsibilities under this law.
3. All calls must be made at least two hours before scheduled starting time and earlier if possible. (Exception: as outlined in Article 31 of 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.

The HS/Staffing Coordinator is responsible for entering the call-off into the computerized scheduling program and notifying the nursing unit. They will also notify the Nursing Director or Charge Nurse on the nursing unit if unable to provide coverage.

Approved by:

Monieca Smith, MSN, RN
AVP Patient Care Services/CNO

Review/Revision Date:
- 1983 1995 7/2018
- 1985 5/1999
- 1986 8/2002
- 1987 4/2005
- 1989 8/24/2009
- 1990 6/2012

Next Review Date: 7/2021

Policies Superseded by This Policy: 11-04

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