

NURSING SERVICE GUIDELINES GENERAL

Guideline: **Inability to report to work as scheduled**



Policy Number Superseded: 3364-110-11-04

Responsibility: Nursing Services
Administration

Effective Date:
August 1, 2025

Purpose of Guidelines: To provide a uniform method for reporting the inability to work as scheduled.

Initial Effective Date:
August 1, 2025

Procedure:

The Nursing Services Administrative Office is to be notified by an employee if they are unable to report to work as scheduled. The Nursing Administration Office is then responsible for notifying the unit.

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

- (A) The employee needs to call the Nursing Service call off line at 419-383-6045 if the employee is sick and has available sick time or is calling off for an 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.
- (B) If calling off for reasons that qualify under sick time program outlined in the union contract, the employee needs to 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 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 FMLAs, they must state which one. If the employee is calling off related to a pending FMLA employee must state "pending FMLA" in the voice message. If no reason (sick or FMLA) 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.

Guideline:

Inability to report to work as scheduled

2

- (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.
- (D) All calls must be made at least two hours before scheduled starting time and earlier if possible. (Exceptions: 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.
- (E) If 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.

The Nursing Services Administrative Office is responsible for entering the call-off into the computerized scheduling program and notifying the unit.

Approved by:

*Kurt Kless, MSN, MBA, RN, NE-BC
Chief Nursing Officer*

Initial effective date:

August 1, 2025

Review/Revision Completed by:

Ken Fry, MBA, MSN, RN, PCCN, CIC, NE-BC -8/2025

Review/Revision Date:

August 1, 2025

Next review date:

August 1, 2028