

STERILE PROCESSING PROCEDURE GENERAL

Procedure SP1-9: Call-off notification

Policy Number Superseded: 3364-139-01-06

Responsibility: Operations Manager,
Sterile Processing

Purpose of Procedure: To establish a uniform procedure in the event an employee needs to report off work or be late/tardy. To help run the department efficiently, it is essential to call within 2 hours prior to the start of a shift when reporting off work or in instances of being late/tardy.



Effective Date:
August 15, 2023

Initial Effective Date:
January 22, 2009

Procedure:

- (A) **Calling in ill or FMLA:** You must call the Nursing Service call-off line at 419-383-6045. All calls must be made at least two hours before scheduled starting time or earlier if possible. Employee will give name, shift and department and state if they are ill or if calling off using an approved FMLA.
- (B) **Calling in for personal emergency:** You must call extension 5107 at least one hour prior to the start of your shift and ask to speak to the operations supervisor. If the operations supervisor is unavailable, speak to the department educator or lead tech on duty. You must request approval from house supervisor, if the operations supervisor is unavailable. You may request personal time, comp time, vacation time or unpaid time. The supervisor or lead tech on-duty has the right to refuse your request.

Failure to adhere to this procedure will result in corrective action.

Approved by:
Christopher Lehnert
Operations Supervisor, Sterile Processing

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January 22, 2009

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Review/Revision Completed by:
Operations Supervisor, Sterile Processing

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