


Name of Policy: <u>Absenteeism</u> Policy Number: 3364-170-10 Department: UTMC Care Clinic/Ryan White Approving Officer: Chief Executive Officer, UTMC Responsible Agent: Program Director Scope: OP-Clinic-UTMC Care Clinic	 Effective Date: 12/1/2023 Initial Effective Date: 11/20/2023
<input checked="" type="checkbox"/> New policy proposal <input type="checkbox"/> Major revision of existing policy	<input type="checkbox"/> Minor/technical revision of existing policy <input type="checkbox"/> Reaffirmation of existing policy

(A) Policy Statement

Every employee is a valued Health Science Campus team member. As such, employees are expected to maintain an acceptable attendance record, including reporting to work on time.

(B) Purpose of Policy

This policy describes timekeeping regulations and responsibilities for employees working in the UTMC Care Clinic. It establishes uniform to further the control of absenteeism and reduce excessive operating expenses.

(C) Procedure

1. Personnel who work in the UTMC Care Clinic will follow the Absenteeism/tardiness guidelines policy 3364-25-55, with the following program specific modifications:
 - a. Staff who are unable to report to work shall be responsible for directly notifying their immediate supervisor or their designee two (2) hours prior to the beginning of their work shift. Staff are to follow the appropriate departmental procedures for absence notification. Failure to properly report off work or call off late will be addressed through the corrective action process. Corrective action will follow 3364-25-111 Corrective action (non-collective bargaining unit employees), or as may be amended.
 - b. Staff must report to assigned workstation and be ready to perform their job duties at the beginning of their scheduled start time.
 - c. Staff reporting a FMLA absence must:
 - i. A call-off for FMLA must be made two hours prior to the start of the shift.
 - ii. When calling off FMLA, the employee will clearly provide the following information:
 1. Full name
 2. Date and time calling in.
 3. FMLA specification
 4. For Intermittent leave, staff must report their time to both FMLA source and their department's timekeeping system within 24 hours after time off is taken. FMLA Source can be contacted via:
 - a. Mobile app
 - b. Email: FMLACenter@fmlasource.com
 - c. Website: <https://www.fmlasource.com/FMLAWeb/login/login.xhtml>
 - d. Phone: 1-833-955-3388

- d. Requests for time off other than sick or FMLA must be requested and approved by a supervisor or manager according to the Vacation policy, 3364-25-36.
- e. Approved unpaid time, personal time, comp time, or vacation time cannot be requested when calling in/off.

<p>Approved by:</p> <p><u>/s/</u> <u>11/20/2023</u> <hr style="width: 80%; margin-left: 0;"/> Christine Stesney-Ridenour Date Chief Operating Officer</p> <p><u>/s/</u> <u>11/20/2023</u> <hr style="width: 80%; margin-left: 0;"/> Katie Himich Date Program Director UTMC Care Clinic <i>Review/Revision Completed By:</i> <i>Agency Administration</i></p>	<p>Review/Revision Date:</p> <hr style="border: none; border-top: 1px solid black;"/> <p>Next Review Date: 9/1/2026</p>
<p>Policies Superseded by This Policy:</p>	