

## Attendance and Vacation and Sick Leave Request Policy

### PURPOSE

To provide guidelines for employees regarding standards for attendance and tardiness; to provide a policy to promote individual accountability; to provide a policy which is consistent in interpretation of standards; and to provide a policy that protects patient care standards and production standards by minimizing disruption of work schedules by timely reporting of absences and or tardiness by the employee.

### DEFINITIONS

1. Absenteeism - an unscheduled absence from a scheduled work shift.
  - a. The unscheduled absence is not limited to a complete shift. A partial unscheduled absence will be counted in determining the employees' attendance standard. Two (2) or more hours remaining on a shift will be considered an occurrence.
  - b. An unscheduled absence is absenteeism for any reason from a scheduled work shift and is not limited to sick leave.
2. Scheduled Absences – a pre-determined and authorized (by the Manager) absence from the current schedule when the employee is scheduled to work.
3. Occurrence – any unscheduled absence from work and will be counted as one (1) or more consecutive work shifts.
4. Tardiness – any time an employee fails to report to his workstation, and be ready to work (including but not limited to, dress, necessary equipment) by the beginning of his schedule. There is no grace period for tardiness.

### GUIDELINES

1. Standard of Attendance and Punctuality
  - a. The performance expectation for attendance for employees is unscheduled absence or absenteeism should not be more than two (2) occurrences in any three (3) month period.
  - b. Punctual attendance is the performance expectation. Tardiness should not be more than one (1) occurrence per calendar month.

## 2. Exceptions to the Attendance Standard

- a. Approved absences protected by State and/or Federal Law shall not be counted when monitoring standard compliance.
- b. Protected absences may include, but are not limited to; those approved and are designated as:
  - California Sick leave (Labor Code Section 233)
  - Family and Medical Leave Act (FMLA)
  - Pregnancy Disability Leave (PDL)
  - Jury Duty Leave
  - Voting Leave
  - Military Leave

## 3. Employee Responsibility

- a. Reporting absences per department guidelines.
- b. Generally the employee is directly responsible for reporting absences from work to the supervisor at least two (2) hours prior to the beginning of the scheduled work day/shift, or as required by the bargaining unit agreement, to provide adequate staffing.
- c. It is the employee's responsibility to report to the supervisor the scheduled shifts that will be missed and the expected date of return.
- d. If an employee is absent more than one (1) day, the employee must call in and speak with the supervisor each day of the absence unless the supervisor ahead of time approved a date of return.
- e. Unscheduled absences on weekends or holidays require make-up scheduling of future weekend or holiday shifts as determined by the department director or their designee according to the department needs.
- f. Unreported absences are subject to disciplinary action.
- g. When absences due to illness or injury extend beyond three (3) calendar days, a written physician's statement releasing the employee to return to work may be required. The physicians statement must specify that the employee is free from infection, list any limitations which the illness or injury may have placed on the employee's ability to perform their current job, and submitted to the department director or department manager.
- h. For absences due to injury or illness, regardless of length, an employee may be required to furnish the supervisor with a physician's note releasing him/her to return to work.
- i. An employee may also be required to submit a physician's verification of illness if the employee's attendance record demonstrates an excessive requirement of sick leave, or the supervisor believes verification is justified.
- j. Request for the use of earned Compensatory Time must be requested a minimum of one week in advance.

- k. Administrative Time for donating blood must be used within one year of the time donated.
- l. In order to be paid on time an employee must complete their timesheet accurately accounting for all worked and non-worked regular hours each pay period and submit timely for approval and payroll processing.

#### 4. Unit Director / Supervisor Responsibility

- a. Directors, managers, and / or supervisors are expected to counsel an employee any time a pattern of absences or tardiness develops, or impacts the ability to effectively manage departmental activities. Examples of patterned absences may include but not limited to the following:
  1. Days following or preceding scheduled time off (e.g. weekend, holidays, vacation);
  2. One occurrence absence per month for two consecutive months;
  3. When assigned to a shift other than regular shift;
  4. When assigned to work in a department other than regular department.
- b. Each department director, manager and /or supervisor is responsible for:
  1. Keeping accurate and complete attendance records on all employees;
  2. Being fair, timely, and consistent in providing counseling and taking corrective disciplinary actions towards all employees;
  3. Must respond to employee request for leave within one business day for requests of "one hour up to four days" and five business days for requests of "five days or more".
  4. Timely review and approval of times sheets to allow employee to be paid on time.

#### Sick Leave and Vacation, Holiday and Compensation Time

- It is the employee responsibility to be aware of the balances of his/her accrual.

- Employees must exhaust all sick time accrual before leave without pay will be considered for all scheduled sick leave including medical or dental appointments.
- Vacation hours may not be used for sick time requests (i.e.; MD apts, DDS apts) unless designated under an approved Family and Medical Leave already on file.
- Approval of all requested vacation leave is contingent upon having enough hours in the accrual bank at the time the leave is taken. All requests will be considered dependent upon when the request was received by the supervisor.
- Emergency circumstances maybe considered as an exception by department management.

#### 1. Use of Sick Leave Benefits

- a. To the extent accrued, Sick Leave Benefit hours may be used beginning the first day of absence due to illness or injury.
- b. Sick Leave may be integrated with State Disability or Workers Compensation insurance benefits for which the employee is eligible.
- c. To the extent available, Sick Leave Benefit hours are paid to an eligible employee based upon the number of hours the employee would otherwise have worked on the absent workday.
- d. Authorization of payment of Sick Leave Benefit is the responsibility of management. An employee may be required to furnish a physicians verification of illness as a condition for payment of the Sick Leave Benefit.
- e. Excessive use of the Sick Leave Benefit may subject an employee to disciplinary action.
- f. Management may deny Sick Leave Benefit pay if circumstances or patterns of absenteeism indicate abuse or excessive use.
- g. Sick Leave Benefit hours accrued are not paid off upon termination and are not available to use during the period of an employee's termination notice without verification of illness with a physicians note.
- h. Sick leave benefits may not be used for tardiness.

#### 2. Use of Vacation, Holiday and Compensatory Time

- a. An employee may not use vacation, holiday or compensatory hours for sick leave. The exceptions to use vacation is:
  1. Authorized vacation for use during FMLA leave.
- b. The manager may authorize the employee to use vacation/holiday/compensatory hours for unscheduled absences not due to sick leave dependent on the reason provided and the employee does not demonstrate a pattern of unscheduled absences.
- c. Vacation, holiday or compensatory hours may not be used for tardiness.

#### Request of Work Shift Change

1. If an employee asks to work an earlier/later shift, he/she is encouraged to work with the manager to ensure adequate notice and turnaround time for a response.
2. Managers will endeavor to respond within one (1) business day. If the employee does not receive a response from the manager, the employee should page the manager. If the manager is unable to respond, the requested shift change shall not be considered granted.

#### Off Hours Access to the Building

The Faculty Practice Group Business Office department hours are from 7:00AM – 6:00PM Monday through Friday. The 4<sup>th</sup> floor Lobby is open 8:00AM – 5:00PM.

1. If an employee asks or is asked by their supervisor to work outside of the regular business hours and needs access to the building he/she is required to have their manager's approval.
2. Managers must notify the office manager to have the employee's name left with the building Security.
3. Employees whose name is not on the list and whose manager is not available to confirm will not be allowed onto the floor to work.

#### FORMS

Time Off Request Form

#### REFERENCES

Collective Bargaining Agreements

Faculty Practice Work Rules 0310

Attendance Policy Santa Monica UCLA Medical Center and Orthopaedic Hospital 7301

Sick leave Policy Santa Monica UCLA Medical Center and Orthopaedic Hospital 7336

#### POLICY OWNER

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#### APPROVALS

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