

**UC Irvine Health**

Last Approved: 05/2015

Last Revised: 05/2015

Expires: 05/2018

Owner: Susan Takeuchi: Chief Human Resources Officer

Policy Area: Hospital: General Administrative

Work Rules for Attendance

I. PURPOSE:

UC Irvine Health's statement of respect and value for the individual is partly demonstrated through each employee's commitment to regular and prompt attendance at work. Each employee makes a significant difference in the quality of service and the quality of work life for all other employees.

Each day of absence or incidence of late arrivals or early departure creates a hardship for someone else in the health care environment. Co-workers are asked to assume extra duties or are detained from their regular duties by absences. Service is reduced, deferred or delayed due to inadequate staffing.

Similarly, it is not respectful for an employee to come to work or continue to work when they are not healthy enough to meet the challenges of the job, or when their presence may place others at risk. To provide balance between these values and recognition that unscheduled absence is occasionally unavoidable the following work rules for attendance and tardiness have been established.

II. DEFINITIONS

Scheduled Medical Appointments

Any medically required absence, late arrival or early departure where the employee has obtained their supervisor's approval at least two (2) working days in advance. Supervision shall approve all requests unless the employee's absence will be disruptive to the unit's ability to provide quality service. Time taken off must be consistent with the nature of the appointment. Written verification may be required.

Occurrence

1. Any absence of 2 hours or more during a single shift.
2. Three late arrivals or early departures in any combination will count as one occurrence.
3. Any absence that extends beyond one work shift will count as one occurrence if the shifts are consecutive and the reason for the absence(s) the same.
4. For any illness of five or more consecutive shifts, employees must report to Employee Health Services prior to returning to work.

Late Arrivals

Any time an employee reports for work within two hours after the start time of their shift.

Management may specify a start time that is "fixed" or "flexible" dependent upon the nature of the job and its requirements. Window periods for flexible start times will be established by departmental policy. Those employees in a position, which has been designated as "fixed", will be deemed late if not present in their work area and prepared for work at the start of their shift. Those employees in a position which has been designated as "flexible" will be deemed late if not present in the work area and prepared for work at the end of the designated window period.

This work rule is independent of the payroll policies on late arrivals. Therefore, under certain circumstances, employees may receive full pay and still be deemed late arriving to work.

Early Departure

Any time an employee leaves work within two hours of completing their assigned shift.

III. POLICY

Unscheduled absences create the greatest service disruption in the Medical Center. It is often not possible to obtain any replacement, let alone a fully qualified replacement, with little or no advance notice. Although occasionally unavoidable, these instances should be kept to an absolute minimum, and reserved for those occasions when there is no other possible alternative.

Due to the difficulties created by unscheduled absences, the Medical Center has established minimum expectations for attendance, which are described below. The attendance standards apply to all UCI Medical Center employees. Attendance standards for appointments of employment less than 90% will be pro-rated. In the event of a conflict with a collective bargaining agreement, the applicable collective bargaining agreement shall control.

These work rules for attendance are intended to serve as a guide for both supervisors and their employees. It is recognized that no set of work rules can anticipate all possible circumstances. Should the application of these work rules produce unusually severe or unintended results, exceptions may be made after discussion between management and Human Resources.

IV. ATTENDANCE STANDARDS

See attached Exhibit A

Author:

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Attachments:

 [Work Rules for Attendance.pdf](#)

Approver	Date
Nance Hove	03/2015
Rose Jacobs	04/2015
Jennifer Lazaro	05/2015

WORK RULES FOR ATTENDANCE STANDARDS/PROCEDURES

Attendance Standards

Employees accrue sick leave and ESL/PTO hours based on the hours worked. Sick leave and ESL/PTO is provided for salary continuation of eligible employees who would otherwise be on pay status but are unable to work due to illness or disability.

Corrective action shall be initiated when a "full time" employee has accumulated three (3) occurrences in a rolling 6-month period extending back from the most recent occurrence.

The following absences are excluded from these attendance standards:

- Scheduled medical appointments
- Approved/scheduled vacation or PTO
- Jury Duty
- Absences due to verifiable industrial illness or injury
- Approved Family Illness Leave to a maximum of one half of the employee's annual earned and accrued sick leave per year
- Approved leave under the Family Medical Leave Act/California Family Rights Act
- Absences qualifying for California Pregnancy Disability Leave
- Bereavement
- Military Leave
- Approved time off for Union business
- Administrative leave with pay
- Other University approved time off
- Supervisors may request documentation in any of these situations consistent with established policy.

Employee Standards:

- A. Shall report to work on time as scheduled.
- B. Strive for good attendance by:
 1. Maintaining reasonable health standards and taking precautions against illness.
 2. Not permitting inconveniences to keep them away from the job.
 3. Observing safety rules and practice safety both on and off the job.
 4. Attending to personal obligations at time outside of their working hours.
- C. Personally report absences directly to a supervisor/designee. Except in emergency situations or when the employee is physically unable to do so, the employee must call a minimum of two hours before the start of their scheduled shift to report an unscheduled absence.

Manager/Supervisor:

- A. Determines work rules for attendance by either applying this policy or utilizing it as a minimum standard to establish department specific standards.
- B. Consults with Human Resources regarding the establishment of a new/different policy.
- C. Thoroughly knows and consistently enforces the Attendance Policy.
- D. Ensures that all employees reporting to him or her are aware of their obligations under the policy.
- E. Maintains attendance records of all employees under immediate supervision.
- F. Commends the employee whose attendance is good.
- G. Takes the appropriate corrective action as outlined in the schedule above.
- H. Is familiar with the Employee Assistance Program and advises employees of the available services when appropriate.
- I. Treats each employee in a fair, consistent and equitable manner.
- J. Keeps a copy of all counseling and disciplinary letters.
- K. Monitors the attendance records of the probationary employee prior to the conclusion of the introductory period to determine whether or not the employee should pass probation.

Director:

Holds their manager(s) accountable for the prudent management of the investment and expense these employees represent.

Corrective Action(s):

If an employee fails to meet the standards as outlined above, the supervisor may issue corrective action in accordance with UCI Medical Center's policies on corrective action. The schedule of corrective action is as follows:

	"Full Time" Appointments of 90% Appointments less or more	"Part Time" Appointments lessor more than 90%
At the 2 nd occurrence:	no action	counseling (verbal or written, non- disciplinary)
At the 3 rd occurrence:	counseling (verbal or written, non-disciplinary)	letter of warning
At the 4 th occurrence:	letter of warning	letter of warning in lieu of suspension
At the 5 th occurrence:	letter of warning in lieu of suspension	no action*
At the 6 th occurrence:	no action*	dismissal
At the 7 th occurrence:	dismissal	

Corrective action may be initiated prior to the employee exceeding the above standards should the department manager determine that abuse or unacceptable patterns of full or partial occurrences exist.

No set period of time need elapse between the steps of corrective action outlined above. An employee need not exhaust accrued sick leave, ESL or PTO before corrective action can be taken.

Failure to call and report an unscheduled occurrence in accordance with established departmental procedure, may in addition to these attendance rules, subject the employee to corrective action.

Corrective action for attendance shall remain on an employee's record until such time the employee's record is free from all attendance related corrective action for a continuous 12-month period.

*Supervision should use this opportunity to again stress the seriousness of the employee's situation and to advise the employee that continued unsatisfactory attendance will result in dismissal at the next occurrence.