

PURPOSE:

To ensure that the organization is functionally staffed with established guidelines of expected attendance and punctuality.

APPLICABILITY:

- St. Joseph's Health System
- St. Joseph's University Medical Center
- St. Joseph's Children's Hospital
- St. Joseph's Healthcare and Rehab Center
- St. Joseph's Wayne Medical Center

DEFINITIONS:

- N/A

POLICY:

Regular attendance and punctuality of our employees ensures that St. Joseph's Health will be able to carry out its commitment to maintaining high quality service for all our customers, patient, visitors and all those we serve. This policy should be administered taking into consideration and applying where applicable the New Jersey Law Against Discrimination, The New Jersey Family Leave Act, the Family Medical Leave Act, the American's with Disabilities Act, New Jersey Paid Sick Leave (NJPSL) and other applicable federal or state laws.

Employees are expected to be at their primary work area on their scheduled shifts ready to begin work at their assigned starting time. Employees are also expected to remain at their job until their assigned time for leaving.

Employees may not vary their work hours from those previously scheduled to work without the expressed permission of their Supervisor or Department Head. Employees habitually arriving too early for the start of their assigned shift or working beyond the end of their shift without this authorization will be subject to disciplinary action.

In similar fashion, employees who are habitually late for work or who depart prior to the end of their scheduled shift without proper authorization will also be subject to the disciplinary action.

The Health System maintains established pay practices for compensating (or docking) non-exempt employees when these circumstances occur.

Procedure**Attendance**

An unscheduled absence is defined as a call out from an employee who is scheduled for a shift and due to some unforeseen illness/situation, the employee is unable to work this scheduled shift, and the supervisor has no prior knowledge of the employee's inability to work the scheduled shift. The Health System defines excessive absences as three or more instances described above in any three- month consecutive period of time as excessive unscheduled time. At the discretion of the Human Resources Department In some instances there may be excessive unscheduled absences outside of the three-consecutive month rule that may also be considered excessive and actionable.

An employee whose record indicates other types of abuse with regard to unscheduled absences such as patterned unscheduled absences or frequent unscheduled absences before or after holiday or vacation days off or frequent absences during inclement weather is subject to disciplinary action up to and including discharge.

An employee who is unable to report to work is expected to report the unscheduled absence to his/her immediate supervisor in accordance with departmental protocols. An employee who fails to report an unscheduled absence or fails to properly notify the supervisor of the absence is subject to disciplinary action up to and including discharge.

An employee who does not report a single absence will be subject to a one-day suspension. An employee who does not report an unscheduled absence for three consecutive work days will be considered to have abandoned his/her job and will be subject to immediate discharge. An employee who has an excessive number of unscheduled absences is subject to disciplinary action up to and including discharge.

Punctuality

Late arrivals or early departures to or from work as well as attendance will be monitored by the Department for the purpose of determining compensation and to correct poor time and attendance practices.

Employees are expected to be at their work site ready to begin work at the start of their scheduled shift. Employees who are not at their work site and ready to begin work at the beginning of their scheduled shift are considered late. The Health System defines excessive lateness as three or more lateness's in any three-month period of time.

An employee who reports late to work is expected to notify his/her immediate supervisor in accordance with departmental protocols. An employee who fails to report lateness in accordance with departmental protocol or who is excessively late may be subject to disciplinary action up to and including discharge.

Supervisors will determine when lateness or an early departure is excused or unexcused applying the same rule equally. Unexcused absences or lateness may be identified and documented accordingly in the time and attendance system.

Any omission or error made by employees upon swiping in or out or failure to swipe in or out must be reported to his/her supervisor immediately.

Incidental overtime is not permitted and must be addressed by the supervisor. Unless authorized by the supervisor employees should not swipe in earlier or later than scheduled.

Employees are not permitted to swipe in or out for another nor are they permitted to have someone else swipe in or out for them. Any employee found to be in violation of this policy may be subject to immediate discharge.