

**POLICY AND PROCEDURE MANUAL
PHARMACY SERVICES**

SECTION: **PERSONNEL RELATED POLICIES**
SUBJECT: **ATTENDANCE**

CODE: 9.17.0
DATE: 12/26/84
REVISED: 9/19/22
APPROVED: Thinh Tran, Pharm.D.
PAGES: 1 of 2

PURPOSE

To provide each employee of this section with a method, by which he/she may objectively measure his/her performance as it relates to his/her attendance.

POLICY

Employees are responsible for ensuring that information recorded on timecards is accurate. Employees are responsible for reporting to work on time according to the posted schedule.

DEFINITIONS

An unscheduled absence is defined as any time an employee does not report for a scheduled workday where a supervisor has not approved a written request for time off. Tardiness shall be defined as reporting to work after the scheduled start time.

Employees are entitled to sick leave when they are absent from work because of illness, injury, or pregnancy; and where use of sick time does not become frequent and does not reveal a pattern, and is not of such duration, that it adversely affects the department work load.

At the supervisor's discretion, a physician certificate may be required for use of sick time. Any employee who cannot provide proof (physician's statement) of illness, when requested by a supervisor, shall be subject to disciplinary action.

PROCEDURE

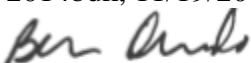
1. General

- a. Employees shall utilize the timecard to record attendance.
- b. Employees are required to clock in, using the time clock and timecard, when arriving at the work area and clock out at the close of their working day or shift. Employees must not punch in or out for any other employee. See Administrative Policy and Procedure A228.

2. Employee Reporting

- a. Each employee shall be responsible for telephoning/reporting to his/her immediate supervisor if they will be late or absent. If the supervisor cannot be reached at the work site, another supervisor, or a pharmacist on duty shall be notified.
 - 1) Failure to follow this procedure shall result in coding of time cared as, code 028,

Reviewed: 7/30/2014bdk, 11/19/2018bdk, 9/19/2022 TT

Approved By: 

**POLICY AND PROCEDURE MANUAL
PHARMACY SERVICES**

CODE: 9.17.0
DATE: 12/26/84
REVISED: 9/19/22
APPROVED: Tinh Tran, Pharm.D.
PAGES: 2 of 2

SECTION: **PERSONNEL RELATED POLICIES**

SUBJECT: **ATTENDANCE**

"Unauthorized Absence Without Pay".

- 2) After hours, weekends and holidays, the Pharmacist on duty shall be informed. The Pharmacist on duty shall then telephone the Pharmacy Supervisor, Pharmacy Chief or Hospital Administrator of the Day, when necessary to provide additional staff. This shall be done as soon as possible after the call is received.

3. Unscheduled Absences/Tardiness

- a. An employee will be counseled and given written notice if he/she is deemed to be consistently exceeding the average number of absences or days tardy for employees in the department, establishing or repeating a pattern of absence in conjunction with weekends, payday, holidays or other specific days affecting the flow of work in the department.
 - 1) At the supervisor's discretion, a medical certification may be required for each occurrence.
 - 2) Non-emergency absences must be scheduled with the Pharmacy Supervisor at least 24 hours in advance.
 - 3) Any unscheduled absences, especially weekend or holiday absences, may require a physician's statement.

4. Illness

- a. A pattern of unscheduled absences (e.g., calling in sick on the day after or before a scheduled off day, or before or after a holiday or weekend) may result in the employee being required to provide a comprehensive physician's statement. This is done at the discretion of the supervisor on duty.

5. Change in Posted Schedule

- a. Employees must obtain prior supervisor approval before rotating his/her time off or shifts. Any change in the posted schedule, by employees, shall be requested in writing, at least 24 hours prior, and is subject to approval from the supervisors of the employees involved in the change.

6. Leaving the Department During the Employee's Shift

- a. Whenever an employee leaves the work area, s/he should notify his/her co-workers (through verbal or written communication). The purpose is to inform the department and other staff members of the employee whereabouts.