

LOS ANGELES GENERAL MEDICAL CENTER DEPARTMENT OF NURSING SERVICES POLICY

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Subject: EMPLOYEE ATTENDANCE STANDARDS		Original Issue Date: 08/91	Policy # 502
		Supersedes: 09/23	Effective Date: 11/23
Departments Consulted:	Reviewed & Approved by: Professional Practice Committee Nurse Executive Committee	Approved by: (signature on file) Nancy Blake Chief Nursing Officer	

PURPOSE

To outline the standards for attendance and punctuality for the Department of Nursing.

POLICY

Standards for attendance and punctuality are necessary to maintain order and to provide for the well-being and safety of patients, employees, and visitors.

PROCEDURE

- Nursing employees are expected to meet attendance and punctuality standards:
 - No unauthorized absences
 - No more than an average of one sick day per month
 - No pattern of absences (such as absenteeism in conjunction with regular days off (RDOs), weekends, holidays, or vacation time off)
 - No more than two tardies per time-card period (refer to Refer to DHS Policy #751 Attendance).
- Nursing employees are expected to report to duty as scheduled and on time.
- Nursing employees may not clock/sign in more than **9** minutes before the start of their shift. (**Note:** Clock Rounding-Based on standard 15-minute increments - Refer to DHS Policy #610 Time Reporting).
- Employees are to remain on duty at their workstation until the end of the assigned shift.
- Signing/clocking in/out for another employee is strictly prohibited and shall result in disciplinary action.
- The timecard for tardies shall be coded as Absent Without Pay (AWOP). Timecards shall not be coded as AWOP time in increments less than fifteen (15) minutes. Tardies less than fifteen (15) minutes may be used for disciplinary purposes (Refer to DHS Policy #751 Attendance).

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- An employee who arrives late cannot make up the lost time by working past his/her regularly scheduled shift.
- Rest periods / breaks and the lunch period cannot be used to cover a tardy or shorten the workday. Rest periods / breaks cannot be combined to lengthen the lunch period.
- Unjustified absences from the workstation for periods of time exceeding 15 minutes may result in the employee's timecard being coded unapproved Absence Without Pay (AWOP).
- Accurate records will be maintained for time worked and time off for all employees in the Department of Nursing.

MEDICAL CERTIFICATION

- An employee needs to supply a medical certification upon request by nurse manager / supervisor.
- An employee who demonstrates a pattern of absenteeism may be placed on medical certification.
- Acceptable medical certification is an original document from a licensed physician provided on letterhead stationery of the physician or health care facility providing the care. The certification must include the following:
 - The date the provider saw the employee
 - A printed name and original signature of the licensed provider providing the treatment
 - Address and telephone number of the provider or health care facility providing the care
 - Date(s) the illness or injury prevented the employee from performing his/her duties
 - Earliest date the employee can return to work with or without restrictions
 - If there are work restrictions, the certification must include the nature of the restrictions and their duration

PROCEDURE WHEN UNABLE TO REPORT TO WORK

- It is the responsibility of the employee assigned to direct patient care setting, including the ambulatory/outpatient clinic areas to contact the Area/Unit Nursing Office when unable to report to work and:
 - Call the first day of his/her absence, at least two hours prior to the beginning of the shift of duty.

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- Call the Area Nursing Office daily, at least two hours prior to the beginning of the scheduled shift of duty for each day missed, unless an acceptable certification has been provided stating that such absence will continue for an extended period with an ending date.
- State name, position, assigned area, reason for absence, and the expected date s/he will return to work.
- Provide a provider's statement on the first day the employee returns to work when absence is due to illness in excess of three working days. Contact his/her Nursing Supervisor to determine the expected frequency of calls to the Area/Hospital Nursing Office when absence extends beyond three working days. The employee must have a current medical certification on file, or the timecard will be coded as Absent Without Pay (AWOP).
- Calls will not be accepted from anyone on behalf of the employee except in those cases where the employee is incapacitated and unable to call in. In the event an employee cannot call (such as hospitalization, accident, physically unable, etc.), a report will be accepted from a representative. However, the employee must make personal contact as soon as possible.
- Failure to notify management may result in the employee's timecard being coded as unapproved absence without pay (AWOP). An employee who fails to report to work for 3 consecutive days or 2 regularly scheduled shifts shall be deemed to have resigned effective the end of the last day the employee performed any of the duties of his/her position.
- For an emergency, the employee requesting the emergency time off states what type of leave s/he is requesting and the reason for the request. Written proof of verification of the emergency may be requested for any occasion on which the employee must be absent from work for an emergency. Written proof or verification must be submitted upon the employee's return to work.

LEAVES OF ABSENCE

Nursing Managers/Supervisors shall grant requests for leaves of absence when:

- Compelling individual circumstances such as prolonged illness, injury, or to restore health; maternity; or bereavement
- Required by prevailing Civil Codes such as those regarding Military Service or Jury Duty; or when deemed in the best interest of both the requesting employee and the needs of the service, such as education, training, or personal reasons

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DISCIPLINARY MEASURES

Disciplinary measures are consistent with the Department of Human Resource Standards. Employees whose conduct violates established standards are subject to disciplinary action, which may include a warning, reprimand, suspension, or discharge.

The following are examples of misconduct that may result in discipline:

- Any violation of the above policy
- Absence without permission (AWOP):
 - Unauthorized absence from one's work area during working hours
 - Failure to abide by standards set for meal and break periods
 - Excessive tardiness or absence from work, or the assigned work area

REFERENCE

Nursing Policy, #500: Employee Conduct
 Department of Health Services Policy # 751 - Attendance
 Department of Health Services Policy #610 Time Reporting

REVISION DATES

1992, 1993, 1995, 1996, 1997, 05/98, 01/05, 12/05, 04/06, 06/06, 02/16, 10/20, 09/23, 11/23