

VALLEYCARE
OLIVE VIEW-UCLA MEDICAL CENTER/HEALTH CENTERS
DEPARTMENT: FACILITIES
POLICY & PROCEDURE

NUMBER: 553
VERSION: 1

SUBJECT/TITLE: BEAS ROOM ATTENDANCE POLICY

PURPOSE: To establish standards that govern attendance and observance of working hours for Facilities Division BEAS Room Operators.

POLICY: Each employee is expected to report to work as scheduled.
Emergency schedule changes are to be reported in a timely manner.

PROCEDURE: I. REQUESTS FOR TIME OFF AND LEAVE

Employees are encouraged to request time off in accordance with accrued benefits. Time off requests for less than 5 days shall be submitted in writing at least 45 calendar days in advance of the date of the requested time off. Time off requests greater than 5 days should be submitted in writing at least 90 calendar days in advance of the date of the requested time off. Management is obligated to respond promptly. Requests given on short notice will be evaluated fairly and impartially in regards to the overall operation of the B.E.A.S. Room. Employees meet Facilities Division BEAS Room standards if the following conditions are met:

1. Limit unscheduled absences to one (1) day per calendar month. Notify designated supervisor (S.O.D. or M.O.D.) within two (2) hours of the beginning of the employee's assigned shift if the employee plans to be absent.
2. Provide acceptable medical certification due to the employee's illness whenever a continuous absence exceeds three (3) working days. Such certification must be an original certificate, personally signed by the treating physician or other licensed practitioner and must specify the following:
 - A. Dates of disability
 - B. Dates of treatment/examination
 - C. Nature of disability or diagnosis
 - D. Date released to return to work with or without restrictions
3. Receive prior written approval for the following leaves in accordance with applicable Civil Service Rules, County Code provisions, Facilities Division B.E.A.S. Room Policy and the Memorandum of Understanding:

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- A. Vacation
 - B. Personal Leave
 - C. Overtime (Accrued benefits)
 - D. Holiday (Accrued benefits)
4. The following leaves must be requested as soon as the employee is notified that he/she is required to be off. Acceptable documentation must be provided for these leaves in accordance with applicable Civil Service Rules, County Code provisions, Facilities Division B.E.A.S. Room Policy and the Memorandum of Understanding:
- A. Jury Duty
 - B. Bereavement Leave
 - C. Witness Leave
 - D. Military Leave
 - E. Civil Service Examination

II. OBSERVATION OF WORKING HOURS

Employees are expected to report punctually and be ready to work at the beginning of the assigned shift. Unless otherwise instructed, employees are expected to clock in and out. Under no circumstances should one employee clock in or out for another employee. Such behavior is unlawful and grounds for severe disciplinary action.

Employees meet divisional standards if the following conditions are met:

- A. Limit tardies to two (2) per pay day period for a total of ten (10) minutes. This pertains to the beginning of the shift as well as rest and lunch breaks.
- B. Notify designated supervisor (S.O.D. or M.O.D.) at least two (2) hours prior to the beginning of the employee's assigned shift if the employee is going to be late.

III. ABSENCE VERIFICATION

Unscheduled absences are subject to verification prior to approval and payment of benefits. Such requests may be made by telephone at the time the employee reports his/her absence. The following absences must be supported by medical certification in order for payment to be considered and authorized:

- A. Absence due to illness immediately preceding/following scheduled vacation, approved leave or holiday.
- B. Absence due to illness when a weekend is not worked as scheduled. In order for the medical certificate to be valid, it must comply with the guidelines previously stated. An employee may be required to provide medical certification for any absence due to illness. When such request is written, it shall remain in effect until written notice is

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given to the employee.

IV. CORRECTIVE ACTION

Regular attendance and punctuality are essential to the success of any work place. Employees who fail to meet established standards are subject to progressive disciplinary action which can range from verbal warnings with confirmation, written warning, reprimand or effective notice, suspension, reassignment and discharge.

DEPARTMENTS: FACILITIES

DEFINITIONS:

References:	
Approved by: Robert Ross (Director, Facilities)	Date: 08/12/2009
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