


Name of Policy: <u>Absenteeism/Tardy/Late</u> Policy Number: 3364-133-38 Department: Pharmacy Approving Officer: Chief Pharmacy Officer Responsible Agent: Director of Pharmacy Scope: University of Toledo Medical Center	 <p style="text-align: right;">Effective Date: 8/5/2021 Effective Date: January 1, 1998</p>
<input type="checkbox"/> New policy proposal <input checked="" type="checkbox"/> Minor/technical revision of existing policy <input type="checkbox"/> Major revision of existing policy <input type="checkbox"/> Reaffirmation of existing policy	

(A) Policy Statement

All employees will be at their appointed workplace, ready to work at their scheduled starting time. Employees will remain at such workplace until their scheduled quitting time, except when properly relieved.

(B) Purpose of Policy

The purpose is to establish effective absenteeism guidelines which will promote regular attendance to allow for efficient quality care.

(C) Procedure

1. Employees must notify the Pharmacy Manager (outpatient pharmacy) or Responsible Pharmacist (Inpatient Pharmacy and Satellites, 383-4080) of a call off at least one hour before the start of their scheduled time to work. The employee will then be transferred to the Pharmacy Manager Line 383-3608 to leave a message. The employee will verbally document their name, time/date calling off, shift scheduled to work, and if absence is covered by an approved Family Medical Leave Act (FMLA) leave, sick time or other appropriate leave. Employees must call in themselves, unless they are not able to because of an emergency, and only then can a family member or other representative call for the employee. Employees must call in each day that they are sick, unless they have a physician’s note that states the expected return date.
2. Employees absent due to FMLA will notify FMLA source of their absent time according to information available at <https://www.utoledo.edu/depts/hr/leave/>
3. Learners will notify their primary preceptor (in addition to above) of absence via preferred method communicated at the beginning of experience.
4. All employees will log absentee time in API (AFSCME) or Banner (PSA) by the pay period cut-off per policy 3364-110-11-07.
5. Employees suspected of sick leave abuse (pattern of using sick leave before and after weekends, before and after holidays, before and after normal days off, on certain days of the week, etc.) may be asked to provide a medical certificate from their attending physician to qualify for sick leave reimbursement. If the employee is unable to provide documentation or falsifies documentation, discipline action up to and including termination may occur.
6. All absenteeism/late/tardy occurrences will be documented according to the Point Tracking System established by Human Resources in accordance with Article 30 of the current Union Contract.

7. Employees who incur twelve (12) points or more in any twelve (12) month period will be considered excessive and unacceptable absenteeism/tardiness/late. Employees will be tracked and provided notification and corrective action as outlined in Article 30.
8. Approved leaves of absence, military obligations, funeral leave, jury duty, worker's compensation leave, vacations, unscheduled holidays, and compensatory time are exempted from these guidelines, as outlined in Article 30.

<p>Approved by:</p> <p><u>/s/</u> Lindsey Eitnrear, PharmD, BCPS, AAHIVP Director of Pharmacy</p> <p><u>/s/</u> Russell Smith, PharmD, MBA, BCPS Chief Pharmacy Officer <i>Review/Revision Completed By:</i> Pharmacy</p>	<p>Review/Revision Date:</p> <p>5/99 7/02 1/04 7/04 3/08 5/11 2/14 11/16 5/19 6/21 8/21</p> <hr/> <p>Next Review Date: 8/2024</p>
<p>Policies Superseded by This Policy:</p>	