


<b>Name of Policy:</b> <u>Call Off Notification</u> <b>Policy Number:</b> 3364-139-1-06 <b>Department:</b> Sterile Processing <b>Approving Officer:</b> Chief Nursing Officer <b>Responsible Agent:</b> Operations Manager, Sterile Processing <b>Scope:</b> The University of Toledo Medical Center Sterile Processing Department	  Effective Date: August 1, 2023  Initial Effective Date: January 22, 2009		
<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;"> <input type="checkbox"/> New policy proposal  <input type="checkbox"/> Major revision of existing policy  <input type="checkbox"/> policy         </td> <td style="width: 50%; border: none;"> <input type="checkbox"/> Minor/technical revision of existing policy  <input checked="" type="checkbox"/> Reaffirmation of existing policy         </td> </tr> </table>		<input type="checkbox"/> New policy proposal <input type="checkbox"/> Major revision of existing policy <input type="checkbox"/> policy	<input type="checkbox"/> Minor/technical revision of existing policy <input checked="" type="checkbox"/> Reaffirmation of existing policy
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**(A) Policy Statement**

It is the policy of UTMC and the Sterile Processing Department that all employees adhere to the established guidelines for absenteeism and tardiness,

**(B) Purpose of Policy**

To establish a uniform procedure in the event an employee needs to report off work or be late/tardy. To help run the department efficiently, it is essential to call within 2 hours prior to the start of a shift when reporting off work or in instances of being late/tardy.

**(C) Procedure**

**Calling in ill or FMLA:** You must call Nursing service call off line at 419-383-6045. All calls must be made at least two hours before scheduled starting time or earlier if possible. Employee will give name, shift and department and state if they are ill or if calling off using an approved FMLA

**Calling in for personal emergency:** You must call extension 5107 at least 1 hour prior to the start of your shift and ask to speak to the operations supervisor. If the operations supervisor is unavailable, speak to the department educator or lead tech on duty. You must request approval from house supervisor if the operations supervisor is unavailable. You may request personal time, comp time, vacation time or unpaid time. The supervisor or Lead Tech on-duty has the right to refuse your request. Failure to adhere to this policy will result in corrective action.

<b>Approved by:</b>			<b>Review/Revision Date:</b>
/s/		8/15/2023	1/14/2014
Christopher Lehnert Operations Supervisor, Sterile Processing		Date	3/1/2017
/s/			2/20/2020
Kurt Kless Chief Nursing Officer		Date	8/15/2023
<i>Review/Revision Completed By: Operations Supervisor, Sterile Processing</i>			
			<b>Next Review Date: 8/1/2026</b>
<b>Policies Superseded by This Policy:</b> SP-1-05 and 3364-139-6-16			

*It is the responsibility of the reader to verify with the responsible agent that this is the most current version of the policy.*