

NOTE: Divisions and/or departments should partner with their HR Generalist in the development of division and/or department specific procedures. Division and/or department time off procedures should not be in conflict with institution policies and/or the Leave Guide.

(Division and/or Department Name) Absence and Call-in Procedure

Effective Date: mm/dd/yyyy

Purpose: To report an unscheduled absence or tardy in conjunction with the institutional Attendance Policy.

Scope: This policy applies all employees in the **(Department Name)**

Definition(s):

- **Absence** - Time off from work. An absence may be scheduled or unscheduled.
- **Tardy** - When an employee reports for duty after the scheduled starting time or returns late from a scheduled meal or break period.

Applicable Policies: [Attendance Policy #ADM0289](#)

Procedure

1. Employees must report an unscheduled absence one (1) hour before their shift is to begin.
2. Employee must report a tardy as soon as possible.
3. Employees, who report to work on or before 8:30 a.m., must call the Supervisor or Manager on site (See contact list below). If you report to work after 8:30 a.m. you will need to speak with your immediate Supervisor or Manager. Managers and directors report their absences to their one up or their one up's delegate.
4. A Supervisor or Manager must be contacted personally in order to report an unscheduled absence or tardy. If you have an open FMLA case, you must indicate whether or not the absence is related to your FMLA case or not. If no indication is made, the absence will be noted as unscheduled.
5. Non-exempt employees are tardy if they report to work eight minutes after their shift starts.
6. Unacceptable forms of notification of unscheduled absence or tardy are voice mail, calling a fellow co-worker or via email.
7. Acceptable forms of notification of absence or tardy is by submitting a Request for Time Off prior to the date of requested time off or if an unscheduled absence talking to a manager, director or supervisor directly.
8. Requests for time off received less than one (1) week prior to date of requested time off will be approved or denied on a case by case basis.
9. Requests for time off received one day prior to requested day off would be approved at the discretion of the Manager/Supervisor.

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Contact List		
Name	Job Title	Contact #
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Policy Author(s):

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