THE UNIVERSITY OF TEXAS
MD Anderson Cancer Center
Making Cancer History®

ATTENDANCE POLICY

PURPOSE

The purpose of this policy is to establish attendance guidelines and define manager/supervisor and employee responsibilities with respect to those guidelines.

POLICY STATEMENT

It is the policy of MD Anderson to:

- Meet the staffing needs of The University of Texas MD Anderson Cancer Center's (MD Anderson) through appropriate attendance by employees.
- Promote and apply fairness and consistency in the administration of attendance standards.

Employees are expected to maintain satisfactory attendance as defined by applicable statutes and institutional and departmental standards. See **Employee Workweek and Classification Policy (UTMDACC Institutional Policy # ADM0250)**.

SCOPE

Compliance with this policy is the responsibility of all faculty, trainees/students, and other members of MD Anderson's workforce.

TARGET AUDIENCE

The target audience for this policy includes, but is not limited to, all MD Anderson employees.

DEFINITIONS

Absence: Time off from work. An Absence may be scheduled or unscheduled.

Early or Late Departure: When an employee leaves before or after scheduled departure time. Departments/centers/divisions establish the amount of time that defines Early or Late Departure (not to exceed eight minutes).

Exempt Employee: An employee who meets one of the Fair Labor Standards Act (FLSA) exemption tests and who are paid on a fixed salary basis or are not entitled to overtime pay.

Hours Worked: Hours actually worked during a workweek. This includes all time an employee spends on duty in the course and scope of his/her job, whether on MD Anderson's premises or another approved place of work. Also included is any time the employee is permitted to work in addition to his/her schedule.

Job Abandonment: When an employee does not report to work and does not contact the assigned department representative for two consecutive days.

Non-Exempt Employee: An employees who does not meet any one of the FLSA exemption tests and is paid on an hourly basis and covered by wage and hour laws regarding minimum wage, overtime pay, and Hours Worked.

Note: The Fair Labor Standards Act (FLSA) is the federal law that sets standards for overtime pay. Under this law, employees are considered either exempt or non-exempt from the FLSA standards. At MD Anderson, employees are covered by FLSA as follows:

- Faculty – exempt.
- Administrative Staff – exempt.
- Classified – See **Classified Pay Plan** or contact compensation at 5-myHR (713-745-6947).

Scheduled Absence or Tardy: Absence or Tardy reported under the department's notification requirements and pre-approved by the manager/supervisor.

Tardy: When an employee reports for duty after the scheduled starting time or returns late from a scheduled meal or break period. Departments/centers/divisions establish the amount of time that defines tardiness (not to exceed eight minutes) (see **Meal and Break Periods Policy (UTMDACC Institutional Policy # ADM0299)**).

Timekeeping System: An automated system (*e.g.*, Kronos) for tracking Hours Worked by individual employees.

Unscheduled Absence or Tardy: Absence or Tardy unanticipated by the department and not pre-approved by the manager/supervisor.

PROCEDURE

1.0 Manager/Supervisor Responsibilities

1.1 Managers/Supervisors are responsible for:

A. Approving or rejecting time-off requests based on institutional policy, departmental guidelines, and operational needs of the department.

B. Establishing and distributing departmental attendance guidelines (*e.g.*, scheduling Absences and/or Tardies, establishing the amount of time defining tardiness, badging in/Web Stamp, timekeeping, granting overtime authorization for Non-Exempt Employees and overtime-eligible employees, and implementing disciplinary measures) to all employees.

C. Providing orientation for new employees and periodic reminders to all employees regarding attendance guidelines.

D. Ensuring that guidelines are administered in a consistent and fair manner.

E. Coaching and counseling, when appropriate, and reflecting on the impact the employee's attendance has on overall job performance, as well as clearly stating the expected improvements.

F. Providing advance approval for overtime worked and monitoring departmental utilization of overtime (see **Overtime Policy (UTMDACC Institutional Policy # ADM0245)**).

G. Following procedures to establish Family and Medical Leave (FML), Extended Illness Bank (EIB), Reduced Paid Leave (RPL) and/or Americans with Disabilities Act (ADA) for eligible employees (see **Family and Medical Leave Policy (UTMDACC Institutional Policy # ADM0294)**, **Extended Illness Bank (EIB) Policy (UTMDACC Institutional Policy # ADM0291)**, **Reduced Salary Paid Leave (RPL) Policy (UTMDACC Institutional Policy # ADM0296)**, **Accommodating Disabilities in the Workplace Policy (UTMDACC Institutional Policy # ADM0286)**).

H. Establishing and monitoring departmental timekeeping procedures and reports to Payroll (see **Employee Workweek and Classification Policy (UTMDACC Institutional Policy # ADM0250)**).

Note: Departments may determine internal methods for verifying information submitted through the Timekeeping System, including sign-off procedures, but no employee may have signature authority for his/her own timekeeping submission.

I. Ensuring that a record is maintained of all Absences and leave for all employees.

J. Following the unsatisfactory attendance guidelines in Section 3.0, as appropriate.

K. Reviewing departmental attendance policies/guidelines annually and updating necessary language in alignment with institutional policy standards.

2.0 Employee Responsibilities

2.1 Employees are expected to comply with institutional and departmental time and attendance guidelines.

2.2 Employees are expected to report on time for all scheduled hours. Employees must be ready to perform work duties when they badge in/Web Stamp. Employees who are not required to badge in/Web Stamp must be ready to perform work duties when they arrive at their assigned work area.

2.3 Employees are responsible for providing accurate time records:

A. Employees are responsible for providing accurate time records. The employee must submit the appropriate time off request for Scheduled Absences and Unscheduled Absences in keeping with departmental guidelines.

B. Employees eligible for any pay other than base pay (*e.g.*, overtime, shift differential) MUST record their time in the automated Timekeeping System (*e.g.*, Kronos) by swiping their identification badge through a timekeeper clock or entering their arrival and departure time (Web Stamp) to record all time.

C. Employees are expected to follow departmental guidelines regarding other issues related to recording/verifying time.

3.0 Unsatisfactory Attendance

3.1 Unsatisfactory attendance shall consist of incidents totaling two or more counts within 30 calendar days. The counts may be comprised of the same type of incident or any combination of incidents. This applies to Exempt Employees and Non-Exempt Employees.

A. Unscheduled Absence of four (4) hours or greater (1 count).

B. One day of "no call/no show", which may result in Final Notice (1 count).

C. Job Abandonment, two days of “no call/no show”, which may result in Termination.

D. Unscheduled Tardy (1/2 count).

E. Unscheduled Early or Late Departure (1/2 count).

F. Failure to badge in/out on arrival or departure (1/2 count).

G. Failure to use assigned clock(s) for badging in/out on arrival or departure (1/2 count).

H. Unauthorized paid overtime triggered by badging in earlier or later than scheduled (1/2 count).

3.2 Unsatisfactory attendance may also be a pattern of incidents not covered above. Patterns must be documented over an appropriate period of time. Examples include, but are not limited to:

A. Frequent Absences adjacent to holidays/days off/pay days.

B. A consistent pattern of Absences spaced just far enough apart to avoid falling within a 30-day span.

C. Frequently reporting for work one to seven minutes after scheduled starting time (*i.e.,* reporting to work between one and seven minutes after scheduled starting time when the department has defined "tardiness" as reporting eight minutes after scheduled starting time).

3.3 If an Exempt Employee is Tardy or fails to meet other attendance standards, the time should not be deducted from the leave balances. Managers/supervisors should document the incident(s) and apply the appropriate level of disciplinary action. See **Disciplinary Action Policy (UTMDACC Institutional Policy # ADM0256)** and **Faculty Leave Policy (UTMDACC Institutional Policy # ACA0048)**.

3.4 If an employee continually fails to satisfactorily perform the essential functions of his/her position for any reason, including unsatisfactory attendance, the manager/supervisor will take appropriate corrective action based on institutional policy and/or departmental guidelines up to and including termination. See **Disciplinary Action Policy (UTMDACC Institutional Policy # ADM0256)** and **Faculty Leave Policy (UTMDACC Institutional Policy # ACA0048)**.

ATTACHMENTS / LINKS

Classified Pay Plan.

Leave Guide.

Request for Time Off Form.

RELATED POLICIES

Accommodating Disabilities in the Workplace Policy (UTMDACC Institutional Policy # ADM0286).

Alternative Work Arrangements Policy (UTMDACC Institutional Policy # ADM0320).

Compensatory Time Policy (UTMDACC Institutional Policy # ADM0246).

Disciplinary Action Policy (UTMDACC Institutional Policy # ADM0256).

Employee Workweek and Classification Policy (UTMDACC Institutional Policy # ADM0250).

Extended Illness Bank (EIB) Policy (UTMDACC Institutional Policy # ADM0291).

Faculty Leave Policy (UTMDACC Institutional Policy # ACA0048).

Family and Medical Leave Policy (UTMDACC Institutional Policy # ADM0294).

Meal and Break Periods Policy (UTMDACC Institutional Policy # ADM0299).

Overtime Policy (UTMDACC Institutional Policy # ADM0245).

Reduced Salary Paid Leave (RPL) Policy (UTMDACC Institutional Policy # ADM0296).

JOINT COMMISSION STANDARDS / NATIONAL PATIENT SAFETY GOALS

None.

OTHER RELATED ACCREDITATION / REGULATORY STANDARDS

None.

REFERENCES

None.

POLICY APPROVAL

Approved With Revisions Date: 02/14/2017
Approved Without Revisions Date:
Implementation Date: 02/14/2017
Version: 23.0

RESPONSIBLE DEPARTMENT(S)

Human Resources