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ATTENDANCE:

A. GENERAL:

Reporting to work each scheduled shift on time is an expectation for continued employment. Employees should arrive sufficiently before the start of their shift to take care of personal matters before clocking in (swiping in on the KRONOS system) for work. Employees may swipe in up to seven and one half (7 1/2) minutes before the beginning of the work shift and should swipe out between the end of the shift and seven and one half (7 1/2) minutes after the conclusion of the shift, as it is not feasible for all employees to use the clock at the same time. Employees must still begin work at the actual start time and end work at the actual end time. Clocking in earlier and clocking out later may constitute unauthorized overtime. All overtime must be approved in advance, except in emergency situations. See HR Policy #29 for additional information on Time and Attendance.

B. TARDY:

Tardy (late for work) for hourly employees is defined as clocking in after the designated start time of an employee's assigned work shift. For example, if a shift starts at 7:30 AM, clocking in at 7:31 AM or later is considered tardy. If a shift starts at 11:30 PM, clocking in at 11:31 PM or later is considered tardy. Note: Payroll rounds 7 ½ minutes for pay purposes. Unplanned tardiness may not be covered by accrued annual leave, comp time or sick leave, and may not be made up by working past the normal shift end time.

C. CALL-IN:

Tardiness and unscheduled absences require prompt notification by telephone to Engineering and Facilities through the Service Call Operator at 792-4119. All 4119 calls are tape recorded in the service center. Employees must call one hour prior to the beginning of their shift. Failure to make this telephone contact or to call-in appropriately for an unanticipated absence may result in an unexcused absence. **The following information is required when calling in at 792-4119:**

1. Your name / Employee Number.
2. Your shop or work area.
3. Supervisor's name.
4. Brief reason for:
 - a. Tardiness and expected time of arrival for work;
 - b. Absence and expected length of absence;
Employees must call in every day of absence unless on continuous FMLA, with a written statement on file stating the length of illness.
 - c. Employees on intermittent FMLA are required to call in daily, for each occurrence of absence.

Note: The person taking your call will only take a message. He/she is not authorized to approve annual or sick leave.

5. In some cases, shop foremen and supervisors also require a call in order to coordinate ongoing work, scheduling around your absence, etc. The immediate supervisor is responsible for ensuring this requirement is communicated to staff in their respective areas.

Calling in and stating that you are using annual leave or a holiday/comp day off is not acceptable and may result in no pay and/or possible disciplinary action. Annual leave accrued comp time and scheduled sick leave requests are to be made in advance and approved by your supervisor.

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D. ABSENCES FROM WORK:


1. **SICK LEAVE:** Scheduled sick leave should be requested at least five (5) working days in advance for medical appointments if possible. The leave should be documented on a MUSC Request for Leave form and approved in advance by the immediate supervisor. In instances where the leave form cannot be completed in advance, the leave form should be completed the first workday after returning from leave. Supervisors may require the employee to provide medical evidence to support his/her reasons for absence. If the absence exceeds three consecutive workdays, documentation supporting the absence will be required. Also note that employees who are absent from work for more than 5 consecutive workdays are required to submit a clearance to work from their health care provider prior to returning to work.
2. **ANNUAL LEAVE:** Annual leave is scheduled in advance and requires the prior approval of the employee's immediate supervisor. A MUSC Request for Leave form should be submitted for approval at least five (5) working days in advance of leave being taken and approved prior to leave being taken. Annual leave is scheduled at the department's convenience, with consideration given to the employee's preference. Workloads and special projects may take priority in some circumstances and employees may be asked to request leave on alternate dates.
3. **EMERGENCY LEAVE:** The request for use of annual leave, accrued comp time, or sick leave for emergencies will be considered on a case-by-case basis. This leave should also be documented on the leave form.

E. OCCURENCES:

1. **TARDINESS:** Tardiness may be considered excessive when a recurring pattern exists. At the fourth (4th) tardy occurrence during a 6-month period, disciplinary action will be taken, starting with an Oral Reprimand that will be documented in writing. An occurrence is defined as each time one reports to work with an unexcused tardy. Swiping in one (1) minute or later after the appointed work start time is considered tardy. For payroll purposes, time is rounded at seven and one half (7 ½) minute increments. For tardy purposes, one minute late is considered tardy. An employee may be counseled regarding the pattern of attendance after the third (3rd) occurrence, or at any time during the process.
2. **ABSENTEEISM:** Absenteeism may be considered excessive when a recurring pattern exists. At the fourth (4th) unplanned absence during a 6-month period, disciplinary action will be taken, starting with an Oral Reprimand that will be documented in writing. An employee may be counseled regarding the pattern of attendance after the third (3rd) occurrence, or at any time during the process.

An occurrence is defined as each individual block of time off due to unplanned absence. For example, if an employee calls in sick on Monday, Tuesday and Wednesday, this counts as one occurrence. If an employee calls in sick on Monday and reports back to work Tuesday, this counts as one occurrence. If an employee calls in sick Monday, Wednesday, and Friday, and works Tuesday and Thursday, this counts as three occurrences. A physician's verification of illness may be required at any time, in particular if an employee is absent for two or more consecutive workdays or where abuse of sick leave is suspected.

Supervisors and employees should comply with HRM Policy 30, Family and Medical Leave Act. Absences covered by FMLA, and documented as such, will not be counted as occurrences. Authorized absences (e.g. due to jury duty, military leave, funeral/bereavement leave) also will not be considered occurrences.

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F. DISCIPLINARY ACTION:

Disciplinary actions related to attendance will be combined with other disciplinary actions as outlined in HRM Policy 45, Disciplinary Action. For example, if an employee has already been suspended for an unrelated/different offense, a tardiness or absenteeism occurrence may result in termination as the next step of the progressive disciplinary process.

Once disciplinary action has been initiated under this policy, an employee's attendance should be reviewed after every subsequent occurrence. If there is no improvement, disciplinary action should continue as outlined below.

1. Oral Reprimand (documented): At the 4th Occurrence in a six (6) month period
2. Written Reprimand: At the 4th Occurrence in a six (6) month period
3. Suspension without Pay: At the 4th Occurrence in a six (6) month period
4. Termination: Any occurrence after the Suspension without Pay

A counseling letter may be issued at any time during the process and does not constitute additional disciplinary action. Any occurrence after a suspension may result in immediate termination, unless a sustained pattern of improvement has been demonstrated.

MUSC ENGINEERING AND FACILITIES DEPARTMENTAL POLICY AND PROCEDURE

Note: This Policy, like all other policies within Engineering and Facilities is not a contract and should not be relied upon as such.

Approved By:		Effective Date:
<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="text-align: center;"> <hr style="width: 250px;"/> Greg Weigle Chief Facilities Officer Engineering & Facilities </div> <div style="text-align: center;"> <hr style="width: 250px;"/> Director of Human Resources Human Resources </div> </div>		August 1, 2014