



MONTANA STATE HOSPITAL POLICY AND PROCEDURE

ATTENDANCE, WORK HOURS, ABSENCE FROM WORK

Effective Date: January 15, 2019

Policy: HR-18

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- I. PURPOSE:** To provide Montana State Hospital (MSH) employee expectations governing hours of work, rest breaks, meal periods, and absence from work.
- II. POLICY:** All employees are expected to report to work on time and as directed. Unless an employee is granted approved leave from work or is utilizing legitimate sick leave benefits they are expected to show up for their assigned work duties and shift. It is the policy of MSH to provide appropriate rest breaks and meal periods to all employees while meeting the needs of the hospital.
- III. DEFINITIONS:**
 - A. *Unauthorized Absence:* A scheduled work day or work shift when an employee is not present, and the absence is not pre-approved.
 - B. *Call Off:* The process of an employee calling off from scheduled work. Call off is acknowledged for sickness and emergency situations.
 - C. *Job Abandonment:* No-Call/No-Show for three consecutive days.
 - D. *No-Call/No-Show:* Absence by an employee without calling off.
 - E. *Shift Abandonment:* Leaving your department, or work area, or shift without supervisory authorization to do so.
 - F. *Sick Leave Abuse:* Misrepresentation of the actual reasons for charging an absence to sick leave, and may include chronic, persistent, or patterned use of sick leave.
 - G. *Provider Approval:* A written assessment completed by a Medical Provider addressing an employee's ability to work.
 - H. *Tardy:* Not reporting for work day at the established start time.
- IV. RESPONSIBILITIES:**
 - A. All employees will adhere to this policy.
 - B. Supervisors are to ensure hospital rules governing hours of work, meal and rest breaks, and absence from work policies are followed.

V. PROCEDURE:

A. ATTENDANCE & WORK HOURS

1. Non-Exempt and Exempt employees are required to utilize the Kronos Time System to clock in and out at the beginning and end of their assigned shifts. Co-workers CANNOT sign in or out for a co-worker. The Kronos system accurately tracks when an employee clocks in or out or is considered tardy. In the event an employee clocks in past the Kronos established shift time or does not clock in, they shall be considered tardy and subject to disciplinary action.

In the event an employee does not clock in they will be required to notify their supervisor and the staffing department.

Kronos leave requests are to be utilized for any scheduled hours not worked. This includes pre-approved leave and leave authorized over the phone such as sick leave, leave without pay, or vacation/holiday time. Accrued leave time may not be used in the same pay period in which it is earned (Comp-Time excepted). A leave request does not need to be used for flexed scheduled hours or time under 2 hours as approved.

2. Designated Direct Care Licensed Nursing staff will report fifteen minutes prior to shift start in order to allow exchanges of information between shifts; such time shall be considered as time worked.
3. Employees are to be at their assigned workstation promptly at the designated start time and must remain with their work assignment until the end of their shift unless authorized by their supervisor for an absence or early release. If an employee is approved to leave campus by a supervisor, they must clock out and punch back in on the Kronos system when they return. Appropriate accrued benefit time may be used to compensate for lost time for an absence from the campus as approved.
4. Employees are required to inform their supervisor if they take a break in the established hospital walking perimeter or to their car (employees may go to their car for privacy but driving around campus is prohibited). Permission to leave the perimeter may also be provided by the employee's supervisor.
5. All employees are provided one fifteen-minute rest break per four-hour work period. No employee is authorized to start or end their shift with a break or use a break to extend a meal period. Breaks shall be taken in designated areas and as scheduled and/or approved. Breaks cannot be scheduled later than one hour before the midshift meal or later than one hour prior to the end of your shift.

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6. All employees who are paid for their lunch period shall be limited to a one-half hour meal period for an eight-hour shift. If an employee works a six-hour shift consecutively with the eight-hour shift, they may be provided another meal break. Employees can go to their cars for privacy but driving around campus is prohibited. An employee may not leave the campus unless approved by their supervisor. Staff are not to eat when escorting patients to the dining room.

B. ABSENCE FROM WORK

1. Direct Care Staff must have approval for a known absence from any scheduled shift. Direct care staff, as scheduled through the staffing office, are expected to call off from an assigned shift a minimum of 4 hours prior to the start of a shift and continue to provide daily notification prior to scheduled shift start for the duration of an illness or provide a specific time frame of expected time off for the absence. Any call after a shift begins is considered a no-call/no-show.
2. Non-direct care employees who are calling off sick must leave a message with their supervisor indicating they are unable to report to work and continue that process for the duration of an illness, or provide a specific time frame for the absence.
3. Use of sick time is subject to medical verification based on patterns and suspicion of sick leave abuse.
4. If management suspects that an employee may be abusing sick leave, Provider Approval may be required before the leave is approved.
5. For all emergency call offs, the employee must provide the reason they are unable to report for work to their direct supervisor or staffing office if applicable. Approval for use of accrued leave for a call off will be contingent on the reason provided and may be approved or denied at management's discretion.
6. Leave without Pay must be pre-approved by the Hospital Administrator.
7. Any use of vacation time or accrued holiday time is subject to employer approval.
8. Employees who call off and provide no reason for call off may be subject to disciplinary action.

An employee who does not call off from work or make arrangements to be approved for an absence from work is considered a No-Call/No-Show and may be subject to the disciplinary process up to and including termination depending on the circumstances.

VI. REFERENCES: None.

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- VII. COLLABORATED WITH:** Hospital Administrator, Director of Nursing.
- VIII. RESCISSIONS:** HR-18, *Attendance and Work Hours, Absence from Work* dated April 10, 2012; HR-18, *Attendance and Work Hours*, dated October 26, 2009; HR-18, *Attendance and Work Hours* dated August 28, 2006; HR-18, *Attendance and Work Hours* dated September 1, 2002; H.O.P.P. 12-04W.103090, *Work Hours* dated December 20, 1984.
- IX. DISTRIBUTION:** All hospital policy manuals.
- X. ANNUAL REVIEW AND AUTHORIZATION:** This policy is subject to annual review and authorization for use by either the Administrator or the Medical Director with written documentation of the review per ARM § 37-106-330.
- XI. FOLLOW-UP RESPONSIBILITY:** Human Resources Manager.
- XII. ATTACHMENTS:** For internal use only.
A. MSH Campus Boundaries.

Signatures:

Kyle Fouts
Interim Hospital Administrator

Holly Callarman
Human Resources Manager