



MONTANA STATE HOSPITAL POLICY AND PROCEDURE

ATTENDANCE, WORK HOURS, ABSENCE FROM WORK

Effective Date: April 10, 2012

Policy #: HR-18

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- I. PURPOSE:** To provide Montana State Hospital (MSH) expectancies governing hours of work, coffee/rest breaks, and meal periods, and absence from work.
- II. POLICY:** It is the policy of MSH to provide rest breaks and meal periods to all employees while meeting the needs of the hospital. 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.
- III. DEFINITIONS:**
 - A. Unauthorized Absence – A scheduled work day or shift when an employee is not present and the absence is not preapproved.
 - B. Call Off – The process of an employee calling off from scheduled work. Call off is acknowledged for sickness, and emergent situations.
 - C. Job Abandonment – No Call/No Show for three consecutive days
 - D. No Call/No Show – Unscheduled, unacknowledged absence by an employee
 - E. Shift Abandonment – Leaving your department or work area **or** shift without supervisory authorization.
 - F. Provider Approval – A process completed by a Medical Provider who assesses an employee for ability to work based on an employee illness.
 - G. Tardy – Absence from an established shift or work day at start time.
- IV. RESPONSIBILITIES:**
 - A. All employees will adhere to this policy.
 - B. Supervisors ensure hospital rules governing hours of work, meal and rest breaks, and absence from work policies are followed.

IV. PROCEDURE:

A. ATTENDANCE & WORK HOURS

1. Non-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 the following disciplinary actions:
 - a. Tardy Counseling
 - b. Tardy 2 or more/Pay Period Verbal Warning
 - c. Tardy 3 or more/next 6 Pay Periods Written Warning
 - d. Tardy 3 or more/next 6 Pay Periods Further Disciplinary Action

In the event an employee does not clock in they will be required to notify their supervisor and the staffing department. If this does not occur during an established payroll period, time worked may not be compensated for that payroll period.

2. Direct Care Licensed Nursing staff as designated 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. Exempt employees are required to enter their time in the Kronos Time System at their respective work stations to be approved by their direct supervisor.
4. 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. Employees will not leave an assigned work area early unless approved. If a non-exempt employee is approved to leave campus by a supervisor they must clock out and punch back in on the Kronos system when they return. Exempt employees must be provided approval by a supervisor to leave the campus. Appropriate accrued benefit time may be used to compensate for lost time for an absence from the campus as approved.
5. Employees are required to inform their supervisor if they take a break in the established hospital walking perimeter. (Permission to leave the perimeter may also be provided by the employee's supervisor)
6. All employees are provided one fifteen-minute rest/coffee breaks per four hour work period. No employee is authorized to start or end his 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.

7. All employees paid for their lunch period shall be limited to a one-half hour meal period for duty shift. An employee may not leave the campus or work area unless approved by their respective supervisor.
8. No employee shall be absent from their designated work area without the permission of their immediate supervisor.

B. ABSENCE FROM WORK

1. Direct Care Staff must have approval for a known absence of 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 sickness.
2. A non-direct care employee 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 of time off because of sickness.
3. All usage of sick time is subject to medical verification based on usage patterns and suspicion of sick leave abuse.
4. For an emergent call off for all employees, the employee must provide a reason why they are unable to work an assigned shift by communicating in person to their direct supervisor or staffing office if applicable. Accrued Leave approval for a call off will be contingent on the reason provided for the call off and may be denied or approved based on the reason for the call off.
5. Any use of vacation time or accrued holiday time is subject to employer approval.
6. Employees who call off and provide no reason for call off shall be subject to the disciplinary process as follows:
 - a. First Time: Verbal Warning
 - b. Second Time: Written Warning
 - c. Third Time: One day suspension, No overtime shifts for 1 month
 - d. Fourth Time: Termination

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 will be subject to the disciplinary process up to and including termination depending on the circumstances.

