

Applies To:

TITLE:	MICHR Attendance Policy	Policy Number:	MICHR-OPS-OFC05
		Version:	1.2
Approve Date:	Nov 28, 2016	Effective Date:	Dec 10, 2016
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The Michigan Institute for Clinical & Health Research (MICHR) shall maintain a policy for attendance in order to ensure compliance with hospital and university requirements. This policy will provide a consistent process to identify requirements for time off requests and specify actions taken to address absenteeism and tardiness for staff in excess of unit expectations as detailed in this document. All MICHR employees have an obligation to maintain regular and reasonable attendance as a condition of employment. Employees are required to be available for work at their designated start time.

Purpose: MICHR recognizes the need to balance employees' unforeseen personal and medical situations along with operational needs of the department. The purpose of this policy is to establish and communicate guidelines for attendance and tardiness in order to provide quality service to our clients. The policies outlined here follow the [U-M Standard Practice Guide](#).

Scope: This policy applies to all MICHR staff.

Procedure:

- A. Work Schedules:** Staff members are expected to consistently report to work during their regularly scheduled hours. MICHR core business hours are 9:00 a.m. - 3:30 p.m. All MICHR staff schedules are recommended to be inclusive of the core hours and must account for an 8-hour workday. Please work with your manager to establish appropriate and regular works schedules. Any deviation from your regular work schedule must be communicated to your manager.
 - a. Lunch Periods:** Staff members have an unpaid thirty or sixty-minute lunch period, based on scheduled hours of work. Managers and employees will work together to establish an appropriate lunchtime. Lunch time should not be skipped in order for an employee to come in late or leave early and cannot be used to mitigate tardiness. MICHR encourages employees to take their lunchtime to step away from work and focus on their wellbeing.
 - b. Rest Periods:** Staff members are provided one 15-minute break for each 4-hour period worked. Breaks cannot be combined and used in place of an unpaid lunch period, or to mitigate tardiness.
- B. Requests for time off:** Should be submitted to the manager as soon as the need is identified. Time off requests should not be submitted greater than one year in advance. Requests for time off can be denied for issues of staffing or if employee is on a Performance Improvement Plan (PIP) due to frequent absenteeism. Please note: reasonable efforts to obtain appropriate staffing will be made prior to denying a request due to staffing difficulties.
 - a. Available time:** Employee must confirm that they have sufficient time in their vacation time bank to be eligible for scheduled time off.
 - b. When scheduling a medical appointment,** notify your supervisor at least two business days in advance whenever possible.

C. Absences and Tardiness:

- a. **Notification of Absences:** Employees are responsible for notifying their manager prior to the start of a workday, unless circumstances beyond control prohibit communication. Employee is responsible for making necessary adjustments to ensure coverage for responsibilities during the period of absence.
- b. **Scheduled Absence:** Time off work that has been pre-arranged and approved by the authorized manager.
- c. **Unscheduled Absence and/or Tardy:** Unscheduled absence is defined as time off work that has not been pre-arranged and approved by the authorized manager at least 24 hours prior to incident.
- d. **Tardiness:** Staff members are expected to arrive for work at their designated start time. A supervisor will address consistent tardiness in excess of 30 minutes. Frequent tardiness, more than 3 times per month may lead to further disciplinary action, which may result in termination.

Please note: Managers have the discretion to allow employees to make up a tardy, flex their time, or make up missed time provided the employee is in good standing with this policy. For non-exempt employees the time must be made up within the same week of the absence. For exempt employees the time must be made up within the same month of the absence. Additionally, Managers have the option to approve an absence with less than 24-hour notice provided there is no negative impact on unit operations, such an absence would be considered scheduled and not counted as an incident.

D. Exhaustion of Short-term Sick Time Pay Process: An employee who is absent from work due to illness or injury and has exhausted his or her short term sick time pay, but has not met the eligibility requirements for extended sick time pay, will, by default, be paid out of his or her vacation accrual if any is available. At the staff member's request, excused absence without pay may be used during that period. Since pay is automated, if manager does not approve such absences, then a note must be recorded on the employee's timesheet.

E. Frequent absenteeism: is defined as excessive incidents of Unscheduled Time Off. Per UMHS guidelines, the following applies:

- 1. Management Coaching Intervention: Employees should be provided with information about available university resources which include the HR Solutions Center (FMLA and other HR assistance), Employee Assistance Program (EAP) or Work Connections. Managers should provide employees with needed resources/coaching to help the employee who maybe experiencing frequent absenteeism and/or tardiness. Coaching intervention should be done prior to and during any disciplinary actions.
- 2. 5 unscheduled Incidents in 6 months or less will result in a verbal warning
- 3. 5-7 unscheduled incidents (in one calendar year or less) will result in a first written warning
- 4. 8-10 unscheduled incidents (in one calendar year or less) will result in a second written, performance plan, and the establishment of a yearlong review period for absenteeism.
- 5. Greater than 10 instances/ absences will result in Disciplinary Layoff (DLO). Additional absences may result in additional disciplinary action/disciplinary review conference up to and including termination of employment.

F. Medical documentation: is required for any incident of three days or greater. Medical documentation is not required for any incident less than three days.

G. No-Call/No-Show: A first incident of no-call/no-show will result in a written notice of corrective action and the establishment of a six-month review period. A second incident of no-call/no-show during the review period will result in a second notice of correction action and redefinition of the review period. A third incident of no-call/no-show during the review period may result in termination.

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H. Facility Closures: The Department is open every day except for University of Michigan designated holiday and weekends. In the event of a departmental or university closure for reasons of inclement weather, or an emergency, please follow the MICHR Severe Weather or Emergency Situation Reduction in Operations Policy.

Definitions:

1. **Vacation Time:** Paid time off from work which is requested and approved by the supervisor at least 48-hours in advance. Exceptions will be made on individual basis at the supervisor's discretion, based on staffing/department needs.
2. **Sick Time:** Regular staff members are provided paid sick time for personal illness or injury, pregnancy, childbirth or for preventative medical and dental care or to provide care for an incapacitated, ill or injured family member.
 - a. **Unscheduled Sick Time:** Any absence from work which is not scheduled and not pre-approved at least 24-hours in advance. Supervisors have the option to approve an absence with less than 24-hour advance notice provided that negative impact on unit operations are minimized.
 - b. **Scheduled Sick Time:** Paid time off work which is requested and approved by the supervisor at least 24-hours or more in advance for preventative/planned medical/dental appointments.
3. **Paid Time Off (PTO):** Time granted for pre-arranged personal appointments. The employee must have accrued sufficient earned PTO hours to cover the absence. (Note: The PTO balance recorded in Wolverine Access may include time that could be accrued by the end of the upcoming month, depending if employee worked the required number of days within that month to earn the PTO). (<http://www.med.umich.edu/i/policies/umh/04-06-010.html>) If an employee has run out of PTO, please discuss directly with your Manager and MICHR's Managing Director.
4. **Incident:** Defined as a work day, part of a day, or consecutive days of unscheduled absence for a single reason. For example, if an employee is out ill on Monday, Tuesday, and Wednesday, that would be a single incident.
 - a. **Full Incident for exempt staff:** Any time off that is more than 4 hours of consecutive time for the same reason is considered one incident of time off.
 - b. **Half Incident for exempt staff:** Any time off that is less than 4 hours. Additionally, even in instances where appointments or time away from work is less than 3.9 hours, the request must be communicated with and pre-approved by the manager.
 - c. **Incident for non-exempt staff:** Any time off
5. **No-Call/No-Show:** Any work day or part of a day in which an employee does not show up for work at his or her scheduled time and does not notify to his or her supervisor. This is a particularly serious situation. Please note the accelerated action that will occur if this situation arises: refer for item G above, under 'Procedure.'

Reference

- [University of Michigan Standard Practice Guide](#)
- MICHR Severe Weather or Emergency Situation Reduction in Operations Policy
- [Work Connections](#)
- [Michigan Medicine Office of Counseling and Workplace Resilience](#)

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