



CORRECTIONS MEDICINE
Employee Time, Attendance, and Leave Policy
ACA Standard: 4 ALDF – N/A

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Policy Number:
CM – 22.1

- I. **PURPOSE:** To provide written standards for attendance, punctuality, and reporting requirements for Corrections Medicine Staff.

- II. **POLICY:** Establishment of written guidelines for standards governing time, attendance, employee call-ins, time clock use, punctuality and requested paid time off (PTO).

- III. **RESPONSIBILITY:** All Corrections Medicine staff shall be responsible for the content of this policy and the procedure as well as adherence to the policy.

- IV. **PROCEDURE:**
 - 1. Attendance
 - a. Staff members are expected to report for duty at their scheduled time and remain on duty for the scheduled number of hours unless prior arrangements have been made with a Nursing Supervisor, Charge Nurse, or Nurse Manager.

 - b. Any deviation from the assigned working assignment/hours must be approved by a Nursing Supervisor or Nurse Manager.

 - c. Corrections Medicine nursing staff may be scheduled so their time is flexed between the two weeks of a pay period. Overtime is paid after 80 hours of work in the pay period.

 - d. All other Corrections Medicine Staff are scheduled for a 40 hour work week. Overtime is paid after working 40 hours in each week.

 - 2. Requirements
 - a. An agreement will be signed by employees requesting to work 16 hour shifts so that policies regarding holidays, weekends, and absence are understood.

 - b. Full Time registered nurses (RN) and licensed practical nurses (LPN) are required to work a minimum of four (4) weekend shifts or 32 hours on weekend shifts per four (4) week schedule.

 - c. Full time medical assistants (MA) are required to rotate Saturday day shifts as needed.

 - d. Part time staff is required to work 40 hours per pay period, two of which must be evening or night shifts. They are also required to work two (2) weekend shifts per four (4) week schedule.

 - e. As needed (PRN) staff is required to work six (6) shifts per four (4) week schedule based on department needs.

- f. The above guidelines are subject to change based on staffing needs.
 - i. The following rules apply to staff who choose to work 16 hour shifts:
 - a. Two (2) 30 minute lunch breaks will be deducted from their time. If the 16 hour shift results in a shortage of hours for the pay period, PTO time will be used to complete 40 hours in the week or 80 hours in the pay period, depending on exempt (RN staff)/ non-exempt (All other staff) status. A PTO/Leave slip should be filled out if there is a shortage of hours in the pay period.
 - b. If calling in for a 16 hour shift, the absence will be counted as two (2) absent shifts.
3. Guidelines for PTO requests
- a. PTO must be requested in advance, no later than two (2) weeks before the next schedule begins. Paid time off will not be granted after the schedule is posted unless there is an urgent issue. Employees can trade or ask a part time / prn employee to work the shift if time off is requested after the schedule has posted.
 - b. Between December 18 and January 2, PTO will be limited. PTO will be granted only if staffing permits.
 - c. In general, two staff members can be granted vacation/PTO on the same day(s), based on staffing needs. On weekends, there will be no more than one (1) staff member granted PTO, based on departmental needs. Staff members can have one weekend shift per schedule approved, depending on staffing / staffing needs. **If an employee calls in on a weekend shift, they will be required to work an additional weekend shift in the next pay period or schedule, dependent on departmental needs.**
 - d. Employees can request PTO/vacation on their scheduled holiday, but time off will not be granted unless there is adequate staffing for both shifts. The employee can trade a shift with another staff member, or find coverage for that shift. Employees who are scheduled to work a double on the holiday will be granted eight (8) hours of holiday time off when it is their holiday off.
 - e. Allowances for emergency time off, and/or last minute requests will be reviewed and taken under consideration by the management staff.
 - f. Any concerns or issues related to the scheduling of PTO should be brought to your Nursing Supervisor for discussion and review. If a satisfactory resolution is not reached the issue will then be reviewed by the management team.
 - g. Corrections Medicine typically does not allow more than two consecutive weeks of PTO at any one given time. However, consideration will be reviewed for special approval depending on the staffing pattern.
 - h. Calling in on shifts where PTO has been denied will be subject to progressive disciplinary action and may require a physician's note.

4. Scheduled absence (paid time off PTO)
 - a. Complete a Request for Leave form and place in the mailbox on the Office Services Coordinator's office door. The date the request is being initiated must be filled in. List the time period in which your request time encompasses, along with the total number of hours that will be used. All evening/night shifts must be marked for differential.
 - b. The second sheet of the duplicate form (yellow copy) will be returned to you, confirming the leave has been approved or disapproved.
5. Unscheduled Time Off:
 - a. Should a staff member not be able to report for a scheduled shift at their scheduled time, it is the staff member's responsibility to notify the Charge Nurse. If unable to reach the Charge Nurse, call a Nursing Supervisor. Messages are NOT to be left with a co-worker. Two (2) hours notification prior to start of shift must be given when calling in to report an absence. Voice / text messages are not an acceptable form of reporting an unscheduled absence.
 - b. Staff members failing to call in two (2) hours prior to start of shift may have their time recorded as either 385 (absence without pay approved) or 386 (absence without pay unauthorized) the first two (2) hours of the shift.
 - c. A physician statement is required for absences lasting three (3) days or greater and must state any limitations, or release to full duty. A physician statement can be requested for any absence.
 - d. Time off that is not approved or requested less than 24 hours prior to the date/time needed is coded as unscheduled time off.
 - e. Greater than 40 hours of unscheduled absence, and/or any absence without pay, or seven (7) occurrences in a year will be reflected as a negative on the Annual Performance Appraisal and will also result in the Attendance Goal Setting and Plan for Corrections Medicine.
6. Punctuality
 - a. Punctuality is a condition of employment. Employees are to be at their duty stations at the beginning of their scheduled work shift and are expected to return promptly after authorized meal periods and breaks. It is required to report off to a co-worker any time a staff member leaves their assigned work area for break, lunch, or any other activity.
 - b. An electronic time clock is located in the hallway outside Master Control on the third floor. Each employee has been assigned his/her own pass code for clocking in at the beginning of their scheduled shift and clocking out when the shift is completed. Pass codes are to be used by the employee only and are NOT to be shared.
 - c. No one is to clock in/clock out for any employee other than him/herself.. Doing so can result in automatic dismissal.

- d. Clock in/out times are NOT to be more than 15 minutes before the start of the scheduled shift time. If an employee leaves the work location and clocks out more than 20 minutes before the end of their assigned shift without approval from a supervisor, missing time will be recorded as an unauthorized leave (386). Employees may leave up to 20 minutes early if all work has been completed, and they have reported off to the oncoming shift. If a PTO slip is not completed, PTO will be used to complete the required 40 hours per week or 80 hours per pay period. PTO will not be paid if the employee has completed their regular number of scheduled hours unless it is requested using a PTO / Leave Slip.
 - e. Staff is not to be in the secured area if not clocked in.
 - f. If an employee fails to clock out, they are responsible for completing a missed punch form. If a form is not completed, the employee will not be paid for that shift until a missed punch form is completed.
 - g. Employees clocking in more than 15 minutes late will be held accountable to their Supervisor/Nurse Manager for their tardiness. Clock in times after the assigned scheduled time are considered tardy i.e.
 - h. Staff will be allowed up to three (3) tardy clock-ins in a six month period. After the third tardy clock in, disciplinary action will begin.
 - i. Employees working in the Justice Center and not clocking in and are using a missed punch form may be subject to disciplinary action after three (3) missed forms are turned in over a 6 month period.
 - j. The management team consisting of the Nurse Manager and the Nursing Supervisors are responsible for monitoring compliance with the time and attendance reporting policy and procedures.
7. Lunch Period and Breaks
- a. Although not required by law, one break time not to exceed 10 minutes per eight (8) hour shift is permitted. This time is not to be in conjunction with a lunch break and should be taken when staffing and workload permit.
 - b. A 30 minute meal time should be taken for each eight (8) hour shift worked. Mealtime must be taken unless previously approved by a Nursing Supervisor. Missed lunch breaks will be paid only on an emergency basis. It is the responsibility of the employee to check with a supervisor prior to working through a meal period.
8. Shift Differential
- a. Staff working between the hours of 3:00 pm and 8:00 am in at least four (4) consecutive hours will be paid a shift differential.

- b. Meal periods will not be included in the calculation of shift differential.

9. Overtime

- a. Overtime work shall be limited to conditions which endanger the public health, welfare or safety; or for services required for the protection or preservation of public property; or to perform essential functions which cannot be deferred and which cannot be reasonably performed with the personnel available during the normal work schedule; or for other purposes for which specific authorization for overtime work has been made by the Appointing Authority or by the County Executive. (Civil Service Rule VIII-4b).
- b. The following standards are in effect for open shifts available to staff:
 - i. Lists of existing open shifts will be sent to employees to select their availability to fill.
 - ii. Shifts that are chosen or assigned as overtime are the responsibility of the staff member taking the shift and cannot be cancelled by the employee unless the cancellation is made 7 days prior to the overtime shift. The employee may make a trade with another employee, otherwise the shift is not considered cancelled and failure to report to work will be subject to disciplinary action. Calling in for overtime shifts assigned (voluntary or mandatory) will be considered unauthorized absences.
 - iii. Civil Service Rule XIII Section F. 4. t. states: "When the Appointing Authority has determined that sufficient personnel with appropriate skills are not available on a voluntary basis to perform required overtime work, employees who then refuse to work assigned overtime or who fail to report upon reasonable notice for overtime work may be subject to appropriate disciplinary action, depending upon the nature of the conditions requiring the overtime work."
- c. When mandatory overtime is being implemented the following standards are then in effect:
 - i. The need for Mandatory overtime will be initiated and the number of shifts per week/pay period/month will be announced to support the need.
 - ii. Lists of existing open shifts will be sent to employees to select their availability to fill.
 - iii. Remaining shifts will be forwarded to the nursing agency.
 - iv. Shifts remaining after selections are voluntarily made and agency staff have been assigned will be assigned to staff who did not volunteer. No more than one shift per pay period will be mandatorily assigned.
- d. Staff held over due to a busy shift must call the Charge Nurse or Supervisor on-call for approval if the overtime is going to be over 30 minutes.

10. Holidays

- a. All employees are assigned to a Holiday Schedule. Holiday pay is for an 8 hour shift. Employees who have self-scheduled to work 16 hour shifts, and their 16 hour shift falls on a holiday will be paid for 8 hours of Holiday pay and will be scheduled to work 8 hours.
- b. Schedules will be adjusted when necessary so the employee is scheduled for at least 80 hours in 2 weeks including holiday pay.
- c. Set schedules may vary on the week of Holidays to meet the department needs.
- d. Receipt of Holiday pay is subject to working the scheduled day before and after the holiday.