

**ORANGE REGIONAL MEDICAL CENTER
AND ALL OUTPATIENT FACILITIES**

Manual: Hospital Wide

Section:

SUBJECT: Punctuality Standard	
Implementation: 10/08	Concurrences:
Reviews:	
Revisions:	
Initiator: Director of Labor Relations	
Approval: President/CEO	

POLICY: Employee punctuality is essential in the delivery of quality healthcare and customer service. Punctuality demonstrates respect of fellow employees.

PURPOSE: To administer throughout the organization a fair and consistent policy on employee punctuality and unauthorized lateness.

DEFINITION: Employees are expected to be at their workstations at the starting time designated by their manager or supervisor. Employees reporting to begin their shifts must be in uniform (if required) and ready to work.

PROCEDURES:

1. All employees (salaried or hourly) are late if they report to work past their designated starting time.
2. An employee is considered late if they swipe-in after their designated start time. However, for payroll purposes only, an hourly employee may swipe in seven minutes before or seven minutes after their designated start time without affecting how they are paid.

Employees are not permitted to swipe in prior to the seven minutes before their scheduled shift without supervisory approval. Nor are employees permitted to swipe out before the end of their scheduled shift without supervisory approval.

If employees forget to swipe in or out, they must notify their supervisor immediately. Repeated failure to swipe in and out will result in disciplinary action.

3. Employees must notify their supervisors when they anticipate being late for work or need to leave work early providing their managers with as much advance notice as possible. Being late for work or leaving a job station before a scheduled quitting time, without supervisory permission, is considered cause for disciplinary action.
4. Employees may be granted an excused lateness or early dismissal from work for illness when permission is granted by the supervisor. Pre-scheduled medical or professional appointments or other compelling reasons, with prior supervisory approval, may also be considered as

excused lateness. Excused lateness will require that hourly employees supplement their worked hours with accrued benefit time to meet their scheduled hours. Supervisors may ask for documentation of authorized lateness.

Employees are not allowed to supplement their worked hours with accrued benefit time to meet their scheduled hours for an unexcused lateness. Nor can an employee stay late or come in early to make up the time.

5. Occasions of lateness are monitored on a rolling twelve month period.
6. Two emergency “calls ins” for lateness or early dismissal may be used in the event of an emergency within a 12 month period.
7. Any lateness covered by an approved Family Medical Leave (FML) will not be counted for the purposes of this policy.
8. For the purpose of this policy, an occasion of lateness is defined as five or more minutes after an employee’s designated start time. Progressive, corrective action is to be enforced for all post-probationary employees failing to meet the standards of punctuality using the following steps:

1-2 occasions within a 12-month period	Counseling
3 occasions within a 12-month period	Verbal Warning
6 occasions within a 12-month period	Written Warning
10 occasions within a 12-month period	Final Warning
14 occasions within a 12-month period	Termination

A consistent pattern of frequent minimal lateness will also warrant corrective action.

9. Lateness will be reviewed by managers and supervisors on a monthly basis.

Attachments:

References: