
 <b>OSPITAL NG PARANAQUE</b> 		Document Code: <b>OSPAR-ADS-NDS-004</b>
		Implementation Date: 2019
<b>ANCILLARY DIVISION HOSPITAL POLICIES AND PROCEDURES MANUAL APPROVAL MATRIX</b>		Page No. <b>1 of 2</b>
<b>Policy Title:</b> <b>NUTRITION AND DIETETICS SERVICE PERSONNEL WORKING SCHEDULES AND ATTENDANCE</b>		Section / Department: <b>NUTRITION AND DIETETICS SERVICE</b>
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#### COVERAGE:

This policy covers this section.

#### POLICY:

1. Schedules are created to provide the work force necessary for accomplishment of identified output.
2. This policy shall ensure that there are enough and efficient manpower to work on the food preparation and service to promote continuous nutritional care.



#### WORKING SCHEDULES:

1. The Chief Dietitian prepares the monthly schedule of duties and posted in advance to enable the employees to know their duty ahead of time.
2. Each employee must render eight (8) hours of work a day
3. Overtime shall be replaced with extra day off or extra half day with approval of Section Head.
4. Schedules are submitted 2 weeks before the following month; each employee is responsible for checking their schedule of duty.
5. Change of day off is permitted 5 days before.

#### ATTENDANCE:

1. Tardiness
  - (HR: Internal) With 10 minutes grace period
    - o e.g. IN: 8:10AM = 0 minutes late
    - o 8:11AM = 11minutes late
  - 2 hours or more tardiness, personnel should file a half day and shall inform the Chief Dietitian for a valid reason.
  - Habitual Tardiness: 10 times a month.

**SCHEDULE FOR POLICY REVIEW:** This policy shall be reviewed when deemed necessary.

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2. Absenteeism
  - Personnel should provide proper notice at least 4 hours before time of duty.
  - In case of urgent situation and/or other unexpected unforeseen events, notify head immediately after (with attachments for Sick Leave)
3. Leave - filing of leave form should be 5 working days before the target date of leave.
4. Change of duty - upon the discretion of section head.
  - Personnel should provide proper notice of at least 5 working days and should accomplish request slip form.
5. Half day - personnel should inform the Section head on or the day before.
6. Request Off shall be only twice a month and shall be written on the logbook.
7. Rotation on shift of duty shall be done every quarter.

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