
 OSPITAL NG PARAÑAQUE 		Document Code: OSPAR-ADM-HR-0002
		Issue Date:
ADMINISTRATIVE DIVISION APPROVAL MATRIX		Section / Department HUMAN RESOURCE SECTION
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Policy Title: POLICY ON ABSENTEEISM, TARDINESS AND ABSENCES WITHOUT NOTIFICATION		
Prepared By: Kerry Anne Requero, RPm Head- Human Resource	Reviewed By: Arnaldo S. Cortes, RN Supervising Administrative Officer Darius J. Sebastian, MD, MPH,PHSAE Hospital Administrator	Approved by: Jefferson R. Pagsisihan, MD, MHM Hospital Director



OBJECTIVES: The policy aims to establish total awareness on the effects of habitual absences and tardiness and/or the sanctions to be imposed consistent to the Civil Service rule and regulations.

COVERAGE: This policy covers all personnel of Ospital ng Parañaque.

RESPONSIBILITIES:

- I. It shall be the responsibility of the Section Heads to report to this office the “No Call, No Show” and to monitor the absences and tardiness of employees.
- II. It shall be the responsibility of each employee to notify his/her Immediate Supervisor at least 6 hours prior the scheduled shift either by phone or letter.
- III. It shall be the responsibility of this office to monitor the number of absences and tardiness, to check Daily Time Records, to prepare a summary report of absences and tardiness - to be submitted to the Hospital Administrator and Hospital Director, and forwards the same to City Hall HRMO.

An employee whose attendance demonstrates either a consistent pattern of unscheduled absences (or tardiness) or excessive unscheduled absences (or tardiness) will be subject to disciplinary action..

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POLICY: This policy is being implemented by virtue of E.O. 292 of 1987 and amended as per Memorandum Circular issued in 1998.

**POLICY ON ABSENTEEISM AND TARDINESS
(M.C. 04,S. 1991)**



I. Habitual Absenteeism

- A. An officer or employee shall be considered habitually absent if he/she incurs unauthorized absences exceeding the allowable 2.5 days monthly leave.
- B. In case of claim of health, heads of department or agencies are encouraged to verify the validity of such claim, and if not satisfied with reason given, shall disapprove the application for sick leave. On the other hand, cases of employees who absent themselves from work before approval of their application shall be disapproved outright; and
- C. In the discretion of the Hospital Director any government physician may be authorized to do a spot check on employees who are supposed to be on sick leave. Those found violating the leave laws, rules and regulations shall be dealt with accordingly by filing appropriate administrative case against them.

II. Habitual Tardiness

Any employee shall be considered habitually tardy if he incurs tardiness, regardless of the number of minutes, **ten (10)** times a month.

- I. **Sanctions: The following sanctions shall be imposed for violation of the above guidelines:**

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For tardiness:

- 1st offense: Written-Verbal Warning
- 2nd offense: Written Explanation
- 3rd offense: 3 days of suspension
- 4th offense: 5 days of suspension
- 5th offense: Dismissal

For failure to clock in/out in the Daily Time Record. the following sanctions shall be implemented:

- 1st offense: Written-Verbal Warning
- 2nd offense: Written Explanation
- 3rd offense: Half-day Absent

Absences without Notification, (No Call, No Show) Absence without Leave –is considered **Absence without Pay** and shall have corresponding salary deductions.

- 1st offense: Written-Verbal Warning
- 2nd offense: Written Explanation
- 3rd offense: 3 days of suspension
- 4th offense: 5 days of suspension
- 5th offense: Dismissal

For other offenses, depending on the gravity, shall be given the penalty of six (6) months and one (1) day to one (1) year suspension without pay; or dismissal from the service.

Date of Implementation:

This policy is being implemented since 1978 by virtue of E.O. 292 of 1987, and amended as per M.C. issued in 1998.

Date of Review:

Reviewed in 2003, 2007, 2018, 2021, 2022