Policy Statement:

The purpose of this policy is to provide supervisors with appropriate guidelines for addressing absence/lateness issues with staff employees regardless of their position and/or status. In addition it provides employees with guidelines of their responsibilities in the event of an unplanned/planned absence or occurrence of unplanned/planned lateness. We acknowledge that there are occasions when an unplanned absence or tardy is unavoidable; however, it is still considered unplanned and altering to the clinic operations.

Scope and Distribution:

This policy applies to and will be distributed to all Texas Tech Physicians of El Paso Clinics staff employees, including nursing, administrative and ancillary employees.

Procedure:

1. WORKING HOURS
   Clinic hours are from 8:00 am to 5:00 pm, Monday through Friday. Employee may be asked to come early or stay after based on the Department's needs. The clinic is closed on weekends, University holidays, and other days as specified by administration.

2. VACATION/PLANNED ABSENCES
   - Vacation time should be requested one month prior to the dates being requested. Approval of vacation is at the discretion of the supervisor. The supervisor must consider all requests and ensure that the absence of employees does not disrupt the clinic operations. Vacation is considered on a first come first serve basis when multiple requests are made for the same span of time.
   - Employees must request time off in advance for a single day within 24 hours of the requested day, if the employee needs additional days it should be requested 1 month in advance.
   - Employees should ensure approval of their vacation prior to purchasing vacation packages, or airline tickets.

3. UNPLANNED ABSENCES
   - Unplanned absences appearing habitual, abusive, or fraudulent may result in performance counseling, unless unplanned absences are related to FMLA.
   - The employees must contact their supervisor two hours prior to their shift if they are going to be late or absent, this will allow the supervisor ample time to make adjustments to the schedule.
   - When the situation does not allow for the two hour notification, the employee must contact their supervisor, as soon as possible. The notification should be made by calling the assigned department number and Texas Tech email. This notification should be made by calling the designated number and will only be accepted by phone call or text.
   - Employees may use their sick leave for unplanned illness, or medical appointments
   - Employees may provide a doctor’s note if they call in sick after or before an institutional approved holiday or vacation.
   - After 3 consecutive days of sick leave, a doctor’s note must be brought in and must be cleared by Human Resources per campus policy. (HSC OP 70).
Ambulatory Clinic Policy and Procedure

4. TARDINESS
   • Employees are considered tardy if they arrive/clock in seven minutes after their scheduled time. Employees responsible for opening the clinics should arrive timely so that the patients are not waiting beyond our advertised business hours.
   • Prior arrangements can be made in advance with approval of the supervisor. Prior arrangements are not considered a violation of the time and attendance policy; however, will be reviewed if they occur too often.
   • Employees will not be allowed to make up for time lost due to tardiness.
   • Employee must contact their supervisor immediately notifying them that they will be late. This notification will only be accepted by office line or university system.

5. OVERTIME
   • All overtime must be approved by the supervisor.
   • Employees are expected to remain with their patients until they have thoroughly completed the visit. If a 911 code is in progress, employees must remain with the patient until care has been transferred to Emergency Medical Services (EMS). In these events it is understandable that overtime will be incurred without prior approval.

6. PAYROLL AND LEAVE SUBMISSION
   • Employees are responsible for clocking in and out at the beginning of the shift, end of shift, and during lunch breaks.
   • Employees are required to submit their leave of absence request prior to the established institutional requirements. Failure to submit the form timely will result in delay of payment.
   • An employee who habitually and excessively fails to comply and submit documentation timely will result in disciplinary action. Excessive is defined by 2-3 incidents within a 6 month period.

7. JURY DUTY
   • Regular employees summoned for Jury service will be given the required time off for their services to the court (HSP OP 70.01).
   • In order to qualify for pay, the employees must provide their jury summons or subpoena to their supervisor.
   • Employees should notify their supervisor upon receiving a summons or subpoena.

8. LUNCH (HSC OP70.01)
   • Clinics hours are from 8 AM to 5 PM, Monday through Friday, and remain open during lunch.
   • Lunch schedules will be coordinated by the supervisor for all employees. Schedules are subject to change according to business needs; any alterations or special accommodations to the lunch schedule should be discussed with the supervisor (i.e., change in schedule, or additional time needed for lunch).
   • Returning late from lunch is a violation of the time and attendance policy.

9. BREAKS
   When breaks are taken, the frequency, regularity, length and scheduling depends on the nature and urgency of the work to be done and are subject to the approval of the employee's immediate supervisor. Breaks are not to be combined with the lunch hour.

10. FUNERAL LEAVE (HSP OP 70.01)
    The department will follow the institutional policy 70.01 Funeral Leave.
11. OTHER

- The State does not permit an employee to accelerate payments of benefits beyond the normal scheduled time; therefore, stacking benefits is not permitted (combining worked hours with sick time or vacation time that exceed 40 hours).
- In the event the employee has no Sick, Vacation or HC hours, time off will be unpaid and may lead to disciplinary action unless covered by FMLA.
- For FMLA please refer to HR policy HSCEP OP 70.32.

**RECORD KEEPING FOR DISCIPLINARY ACTION**

- Rolling 12 months – progression of disciplinary action occurs within a 12 month period from the first coaching report.

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<tr>
<th>Tardy</th>
<th>Any number of incident resulting in a pattern of abuse.</th>
<th>Within a 12 months period</th>
<th>Coaching/followed by email to the employee.</th>
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<td>Performance Coaching (Verbal)</td>
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<td>Tardy</td>
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<td>Formal Corrective Action</td>
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<td>Tardy</td>
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<td>Any single tardy following Corrective Action</td>
<td>Separation or termination of employment</td>
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<tr>
<td>Absences (absence that appear to be abuse, fraudulent, or pattern)</td>
<td>Any number of incidents resulting in a pattern of abuse.</td>
<td>Within a 12 month period</td>
<td>Coaching/followed by email to the employee.</td>
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<tr>
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<td>Any absence following verbal</td>
<td>Performance Coaching (Verbal)</td>
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<tr>
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## Policy Number: Original Approval Date:

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Signatory approval on file by: