



Ambulatory Clinic Policy and Procedure

Title: CLINICAL STAFF TIME AND ATTENDANCE	Policy Number: EP 9.12
Regulation Reference:	Effective Date: 06/2022

Policy Statement:

The purpose of this policy is to provide supervisors with appropriate procedures for addressing absence/lateness issues with staff employees regardless of their position or status. In addition, it provides employees with their responsibilities in the event of an unplanned/planned absence or occurrence of unplanned/planned tardiness. 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. Please note that staff should refer to TTU System Regulation 07.12 for greater detail.

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 directed to report early or stay late 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 must be requested prior to the dates being requested and as soon as practicable. 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 normally considered on a first come first serve basis when multiple requests are made for the same span of time, though the supervisor may consider other variables.

3. UNPLANNED ABSENCES

- A. Unplanned absences may result in disciplinary action up to and including termination.
- B. Employees must contact their supervisor as soon as is practicable if they are going to be late or absent. The notification should be made by calling the assigned department number and email. This notification should be made by calling the designated number and will only be accepted by phone call or text.
- C. Employees may be directed to provide a doctor’s certification that the employee has limitations that prevent the employee from performing essential functions of the employee’s position.
- D. If an employee is absent for three consecutive days, the employee must provide documentation pursuant to TTU System Regulation 07.12(6)(v)(4).

4. TARDINESS

- A. Employees are expected to be present and able to perform their duties at the beginning of their scheduled shift. Employees responsible for opening the clinics may be scheduled to arrive prior to a clinic’s opening.



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- B. Employees will not be allowed to make up for time lost due to tardiness.
- C. Employee must contact their supervisor as soon as is practicable notifying him/her that they will be tardy. This notification will only be accepted by office line or university system.

5. OVERTIME

All overtime must be approved in advance by the supervisor, with the following exceptions:

- 1. Employees are expected to remain with their patients until they have thoroughly completed the visit.
- 2. If a 911 code is in progress, employees must remain with the patient until care has been transferred to Emergency Medical Services (EMS).

6. PAYROLL AND LEAVE SUBMISSION

- A. Employees are responsible for clocking in and out at the beginning of the shift, end of shift, and during lunch breaks.
- B. 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.
- C. An employee who fails to comply and submit documentation timely may be subject to disciplinary action.

7. OTHER

- A. 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).
- B. In the event the employee has no Sick, Vacation or HC hours, time off will be unpaid and may lead to disciplinary action.

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Signatory approval on file by: Juan Figueroa, M.D. Director of Clinical Operations Clinic Medical Directors Committee, Chair Texas Tech Physicians of El Paso	
	