ABSTRACT:

The purpose of this policy is to set out guidelines and procedures governing the use of sick time and accommodation of unscheduled employee absences in the work force.

RELATED POLICIES:

UCSDHS MCP 786.1, “Timekeeping Policies and Procedures”
UC Personnel Policies for Staff Members (UCPPSM)

I. DEFINITIONS

A. Occurrence: The recording of a violation of attendance/availability standards as defined in this policy.

B. Incident: Any unplanned time off while on active pay status.

C. Episode: Any incident lasting consecutive scheduled workdays or a continuous period exceeding one shift.

II. POLICY

A. The primary goal of UC San Diego Health System (UCSDHS) is to provide quality patient care. To support this goal, all employees are expected to report to work as scheduled and to work their scheduled hours, shifts, and/or assigned overtime. It is the responsibility of each employee to maintain a satisfactory attendance record. Increasing work time
availability creates a more positive work environment with consistent
distribution of the workload. This creates less confusion and inefficiencies
brought on by unplanned absences. By initiating the utilization of sick time
with a no-fault approach, the policy offers significant incentive to maximize
work time availability without the need to place blame.

B. It is a UCSDHS policy that sick time is granted as an employee benefit to
be used for legitimate personal illness, family illness, bereavement, and/or
medical appointments. Additional employee paid time off benefits are
provided for other reasons associated with time away from work. It is also
the Health System’s position that the nature of its business as a health
care provider may require setting sick time/attendance standards that do
not correspond directly to the sick time benefit provisions of the University
of California.

C. This policy will be monitored to ensure effectiveness and acceptability by
all affected by its provisions. This policy can be changed, amended, or
withdrawn at the discretion of UCSDHS at any time with a 30-day notice
period. Departments wishing to implement departmental/unit specific
variations to this policy may do so only after consultation with and
approval by Human Resources Labor Relations.

D. This policy applies to all employees of the UCSDHS and UCSD
Healthcare with the exception of employees represented by the Coalition
of University Employees (CUE) union.

III. PROCEDURES AND RESPONSIBILITIES

A. Policy Benefits

1. The no fault approach reduces the potential for disagreement and
   inequitable application.

2. By using a no fault approach, discretionary interpretations and
   justifications will be minimized.

3. Individuals may take advantage of incentive options to be rewarded
   for maximizing work time availability.
4. A single policy makes communication and understanding of work time availability expectations easier for all UCSDHS employees.

5. Focusing on work time availability rewards positive behavior.

6. Each occurrence is equally weighted which provides clarity and results in less conflict.

7. With specific standards attached to the progressive disciplinary process, expectations are clear for everyone involved.

8. Enhanced quality of patient care results as unplanned absences are reduced.

B. *Incentives to Accrue Sick Time*

1. Sick time that is earned and not used accrues to a sick time bank which can be used by employees in the following manner:

   a. For full salary continuance based on appointment in the event of an extended illness or disability.

   b. For retirement service credit when calculating UCRP monthly benefits when a vested employee retires from UCSDHS.

C. *Attendance/Availability Standard:*

1. The occurrence standards are based on the requirement to provide quality patient care and be competitive within the health care community. The established standard of attendance/availability is based on an occurrence threshold over any rolling 12-month performance period. The established standard is five (5) or fewer occurrences within any 12-month period of time. Individual employee work time availability records are maintained in home departments or units. The department supervisor or leader is assigned responsibility for maintaining work time availability records. When an employee’s use of sick time/attendance exceeds the established standard, a progressive discipline process will be initiated and completed as follows:
<table>
<thead>
<tr>
<th>Occurrence Standard</th>
</tr>
</thead>
</table>
| Within policy guidelines| 1 – 4  
| Verbal balanced feedback (as necessary) | 5 – 7  
| Verbal counseling | 8  
| Verbal warning | 10  
| 1st written warning | 12  
| 2nd written warning | 14  
| Termination | 16  

2. The process to purge the attendance/availability record is 12 months. Months 13 through 24 are considered historical references in transfers, promotions, and other changes in employment status. Only in extreme situations can months 13 through 24 be used as performance criteria in consultation with Human Resources, Employee & Labor Relations and bargaining unit representatives.

D. **Occurrences**

1. One unplanned time-off incident can result in multiple occurrences but no incident can generate more than two occurrences. Occurrences will no longer be part of the performance record after 12 months and will be removed entirely after a 24-month period has elapsed. Any time off pay status for example, leave without pay, will not count towards the 12 month or 24 month period. Advanced notification of a scheduled medical procedure such as surgery will not be an occurrence. One occurrence can be given for each of the following reasons. Occurrences include but are not limited to:

a. **Non-Exempt Employees:**

   (1) Any absence for a scheduled shift due to illness or injury (Consecutive days equal one episode. Extended illnesses may be covered under other policies, see item 5 under Other Provisions).

   (2) Failure to work all scheduled hours after reporting to work (Exceptions require specific supervisory approval).
(3) Failure to report to work at scheduled start time (There is a 7-minute grace period but clocking in during the grace period, three times or more in a 30-day period will be one occurrence).

(4) Failure to work assigned overtime.

(5) Failure to respond during a scheduled “on call” time.

(6) Leaving early for or returning late from breaks or meal periods.

(7) Leaving work area when scheduled to work without prior approval.

(8) Any time off for appointments or emergencies with less than 24 hours advance notice (Such as medical appointments, car repairs, and family emergencies. An occurrence may be avoided by making arrangements to make up lost scheduled time with your supervisor or team leader within the same pay period. See items d, e, f, and g under Other Provisions).

(9) Absence when scheduled to work or be “on call” other than regular shift.

(10) Scheduling appointments for non-emergency reasons during core shift hours (All departments do not have Core hours. Core hours cannot equal more than 50% of the shift hours).

(11) Absence without sufficient sick time earned and/or accrued. Excludes approved leaves of absence (Consecutive days equal one episode. Could result in two occurrences for one incident).

(12) Any pattern of unscheduled absences (see Other Provisions) (could result in two occurrences for one incident).
(13) Failure to “call in” to report on each day of any successive sick days (could result in two occurrences for one incident).

(14) Failure to “call in” to notify supervisor of late arrival or sick day according to the schedule stipulated by the department (could result in two occurrences for one incident).

b. Exempt Employees:

(1) Submit to provisions (1), (7), (8), (10), (11), and (12) only, as stated above, to comply with FLSA regulations.

2. Patterns - Unscheduled Absences

a. A pattern of unscheduled absences exists when any three episodes of a single item listed below occur within a 90-day period. Patterns of unscheduled absences are defined to include but are not limited to the following:

(1) on scheduled weekend shifts;
(2) preceding or following a weekend off;
(3) preceding or following regularly scheduled days off;
(4) on a day previously requested off and denied;
(5) immediately before and/or after a vacation;
(6) immediately before and/or after a UC holiday;
(7) immediately before and/or after payday;
(8) when rotated to another assigned shift or assignment;
(9) on a shift which was switched with another staff member;

(10) on a particular day of the week.

3. Other Provisions

a. A medical verification or reasonable proof may be required for any illness or inability to work of three consecutive days or more absence, due to family illness, or bereavement. The verification must be presented to your supervisor upon return to work. Failure to present medical verification may result in leave without pay status for the period of absence.

b. Work time availability will be included as a measure in employee performance appraisals. The policy does not address vacation or compensation time utilization.

c. Jury Duty is considered to be an honor of citizenship and the UCSDHS supports employees when called to serve. For non-exempt employees, salary is paid only for the period of active service including travel time. Failure to report to work during hours or days released from active jury service can result in an occurrence. Please discuss your jury service schedule with your team leader or supervisor before the date on your jury summons.

d. Refer to policy manual or contact your Human Resources Representative for description of paid and unpaid leaves of absence granted by UC or by state and federal legislation. Refer to Absence From Work Policy.

e. Failure to work as scheduled due to an act of nature (flood, earthquake, etc.) or national emergency (act of terrorism, threat of war, etc.) will be addressed outside of the attendance standards. The safety of employees and their families will be the primary concern. During an external emergency condition prompting a Code Triage, your presence may be required to treat injuries.
f. If assistance is needed to find day care, sick childcare, or elder care, the Benefits Office can provide referrals. Mail Code 8912. The Employee Assistance Program can also be used -- 1-866-808-6205.

g. Assistance with family or personal issues that impact acceptable attendance can be accessed free of charge through the Health System’s Employee Assistance Program. Call 1-866-808-6205.

h. It is the responsibility of the supervisor or leader to maintain accurate attendance records and document work time availability/attendance in a like manner for each staff member. Application of the policy will be fair, equitable, consistent, and progressive. Employees who wish to appeal a decision affecting them under this policy should notify their Human Resources Representative. Human Resources reserve the right to reverse occurrences.

i. It is the responsibility of a Department Manager or Area Leader to address requested variations to this policy with Human Resources Employee & Labor Relations prior to any implementation of supplemental guidelines.

IV. ATTACHMENTS

None.

V. FORMS

None.

VI. RESOURCES

--UC Collective Bargaining Agreements
VII. REGULATORY REFERENCES

None.

VIII. APPROVALS

This policy and procedure was approved by the following committee(s):

Committee Name: Date Approved:
Senior Management Team January 12, 2011