

**SUNY Downstate Medical Center -University Hospital  
of Brooklyn Network  
Department of Pathology Policy and Procedure**



**Subject: POLICIES AND PROCEDURES FOR TIME AND  
ATTENDANCE**

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SUNY DOWNSTATE MEDICAL CENTER  
DEPARTMENT OF PATHOLOGY  
POLICY AND PROCEDURE

☒ CLINICAL LABORATORIES

☒ BAY RIDGE

Subject: POLICIES AND PROCEDURES FOR  
TIME AND ATTENDANCE

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## **OBJECTIVE:**

To establish specific guidelines that will ensure consistency in time and attendance practices, in accordance with standard SUNY-DMC policies and procedures.

## **HOURS OF WORK**

Pre-assigned hours of work must be adhered to daily. Any change in normal working hours must be approved in writing prior to such change. ALL CSEA employees are required to sign in upon their arrival and out upon their departure. Employees must not sign in or out for one another.

## **LUNCH AND BREAK TIME**

The Clinical/Anatomical Laboratory Services will make every effort to ensure that CSEA employees receive one 15 minute break prior to their lunch period and one 15 minute break after their lunch period. These breaks will be scheduled by the supervisor and may not be used to extend lunch hours, nor may they be used in lieu of early departure from duty.

The lunch period depends on the employees bargaining unit and scheduled arrival and departure times. CSEA employees who work eight hours (e.g. 9:00 am – 5:00 pm, pr 4:00 pm – 12:00 am) will get one half (½) hour lunch with two 15 minutes breaks. UUP employees working full-time are allowed one hour for lunch.

## **CALLING IN**

It is the employee's responsibility to call in personally when he or she will be out sick or late. If calls are made to the unit by a person other than the employee, it is the employee's responsibility to make sure the following information is given: reason for absence, duration of absence, the name of the person taking the call, the time the call was placed and the reason for someone else calling in.

Employees will call the assigned work location at least 4 hours prior to the start of their shift but no later than one (1) hour before the start of their shift. All calls should be directed to the employees' supervisory personnel.

Employees must state the expected duration of the illness. If the duration of the illness is not known, the employee is required to call in on a daily basis.

Employees who call in sick before or after a holiday, annual leave, or previously requested day of that was denied, may be required to submit medical documentation, may be counseled, or subjected to docking and/or referral for disciplinary action, particularly if a pattern develops. Other sick calls may result in requests for medical documentation if a supervisor has reason to question whether the employee is ill.

When call in late, the employee must give his/her approximate time of arrival.

## **USE OF LEAVE CREDITS**

Leave credits must be accrued prior to the use of such credits.

## **SICK LEAVE:**

For classified employees, only. Employees who are out due to illness for four or more days must submit a doctor's note to their supervisor. Such notes must include a diagnosis, certification of disability, treatment dates, anticipated date of return to work and a signature.

UUP employees may not routinely be asked to submit medical documentation. The Downstate Labor Relations Department should be contacted if supervisor wishes to request documentation for a particular absence. In the event of the death or illness involving a family member, UUP employees may charge absence to sick leave

accruals up to a maximum of fifteen (15) days per year. The year used to measure the use of family sick leave shall begin on July 1 and end on June 30.

For classified employees only – Institutional Services Unit employees who have been formally counseled for time and attendance abuse and told that accruals other than sick leave will not be used routinely to cover sick calls when sick leave is exhausted or who are on attendance watch, will not routinely be able to charge other accruals for sick calls. Such employees may be docked due to insufficient time to cover sick leave absence(s). Other classified employees may use leave credits other than sick leave to cover their absences even though they are on attendance watch; however, they must supply to follow the same procedure for documenting their absences as they would if the absences were changed to sick leave.

UUP employees who have been formally counseled for time and attendance problems and told that other accruals will not be used routinely to cover sick calls when sick leave is exhausted or who are on attendance watch, will not routinely be able to charge other accruals for sick calls. Such employees may be docked due to insufficient time to cover sick leave absence(s).

### **ANNUAL, COMPENSATORY AND HOLIDAY LEAVE**

Annual, compensatory and holiday leave requests are to be submitted by employees by using the attached form. Employees should indicate alternative periods in the requests. All vacation requests will be considered based on the operating needs of the department. A request of more than one day as annual leave, holiday or compensation is reviewed as a vacation request within the five categories listed and the corresponding vacation periods.

The categories are summer, autumn holiday season, winter and spring vacation periods.

CATEGORY	VACATION PERIOD	REQUEST DEADLINE
SUMMER	JUNE 15 – SEPT. 14	MAY 15
AUTUMN	SEPT. 15 – DEC. 9	AUG. 15
HOLIDAY SEASON	DEC. 10 – JAN. 6	OCT. 15
WINTER	JAN. 7 – MARCH 15	NOV. 15
SPRING	MARCH 16 – JUNE 14	FEB. 15

Vacation request responses are to be provided to the employee within 2 weeks of the annual leave starting period. To facilitate departmental scheduling, employees are required to submit requests for specific time periods by adhering to the schedule established in this policy.

During these peak periods, approvals will be granted for a maximum of ten working days. This maximum time period may be extended to 15 working days at the Supervisor's discretion, providing that adequate staffing will be maintained.

All other annual leave requests should be submitted in writing no later than one month before the effective date.

When a request for vacation is denied, the response will indicate the reasons for denial. Any use of personal leave, holiday or compensatory time, must have prior supervisory approval. Unusual and or extraordinary circumstances will be considered.

Employees who are on attendance watch will not be able to charge lateness to accruals. Such lateness is considered unauthorized and the employees will be docked for the time. Classified employees who are not on attendance watch and have not been formally counseled for lateness can deduct the tardiness from their leave

credits. UUP employees may deduct their tardiness from compensatory or vacation accruals, or it may be treated as unauthorized absence and the employees may be docked. An employee who has no leave credits which may be charged for the absence will be placed on leave without pay for the actual work time lost.

For classified employees: The time is deducted from compensatory, vacation or personnel leave time, in that order. The time charged shall be in quarters to the nearest quarter of the hour, commencing from the beginning of the work hour. Deductions for tardiness of fifteen minutes or more will be made on a daily period, providing the accumulation is fifteen minutes or more.

For UUP employees: UUP employees' tardiness will be charged in quarters of a day. Deductions will be made when accumulated tardiness equals at least one-quarter of a workday.

TIME AND ATTENDANCE

ATTENDANCE MONITORING PROGRAM

Employee's attendance records will be reviewed on an ongoing basis. All attendance problems may be the subject of corrective action; patterns of poor attendance will be reported to the Labor Relations Unit for appropriate action.

These employees whose attendance records reveal that the criteria listed below have been met (see "Attendance Problem/Frequency") or exceeded and who have been counseled for attendance problems or subjected to a medical documentation requirement within the last 18 months, or who have received an attendance notice of discipline within the last 24 months will be referred to Labor Relations to be placed on attendance watch. While on attendance watch employees will be required to submit medical documentation for all absences without prior approval for a three-month period.

ATTENDANCE PROBLEM

FREQUENCY

Lateness	Three or more times in 1 month.
Unscheduled absence without medical note.	Six or more times in 3 months.
Unscheduled absence before or after day off, holiday or pay day.	Three or more times in 3 months.
Dock notice.	Two or more absences since the date of counseling.
Where an employee has been counseled for attendance problems within the last three months.	Two or more absences since the date of counseling.
Other unusual attendance problem for which counseling has occurred, e.g. sick call on a day denied off.	One repetition after counseling.

These criteria generally will result in a medical documentation requirement.

Although these criteria are the institutional standards for a medical documentation requirement, departments may counsel employees for other attendance deficiencies, particularly those that have an adverse effect on the efficient operation of SUNY-DMC. The department will continue to be alert to attendance problems exhibited by new employees during the probationary employees; however, they do not limit the supervisor's authority to recommend the end of a temporary or probationary appointment.

## EMERGENCIES

Any employee who has an emergency must notify his/her supervisor as close to the onset of the shift as possible. The supervisor will analyze the situation and/or review the document to determine if the employee will be able to charge accruals on an emergency basis.

## **EARLY DEPARTURE**

Any employee needing to leave duty early must get prior supervisory approval.

## **OVERTIME & ON-CALL/RECALL**

All overtime must be authorized by the Laboratory Administrator or designee.

## **TIME AND ATTENDANCE WATCH**

Any employee who develops a pattern of time and attendance abuse will be referred to Labor Relations for placement on time and attendance watch. Patterns of abuse include frequency arriving late, calling in sick and taking unscheduled days at the following times: the day after paydays; the day before paydays.

Employees on time and attendance watch will be required to submit a doctor's note for all sick days taken.

For CSEA employees, time sheets are to be completed and submitted by the last business day of each pay period.

For UUP employees, time sheets are to be submitted by the tenth day of each month for the prior month.



# SUNY DOWNSTATE Medical Center

Department of Pathology  
Clinical Laboratories

## Request for Annual Leave or Time Off

LABORATORY: \_\_\_\_\_

NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

### DATES REQUESTED

1<sup>st</sup> Choice \_\_\_\_\_

2<sup>nd</sup> Choice \_\_\_\_\_

3<sup>rd</sup> Choice \_\_\_\_\_

DATES APPROVED: \_\_\_\_\_

DATES DISAPPROVED: \_\_\_\_\_

### REASON FOR DISAPPROVAL

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\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date