

**ASHLEY COUNTY MEDICAL CENTER  
PERSONNEL POLICIES**

TITLE/DESCRIPTION: ATTENDANCE AND PUNCTUALITY

**EFFECTIVE DATE:**  
September 24, 2012

**APPLIES TO:**  
ALL EMPLOYEES

**APPROVED BY:**  
ACMC BOARD

---

**POLICY:**

Your job in the hospital is very important and demands your dependability and faithful attendance. Therefore, regular and punctual attendance is an essential function of every position at the hospital. Eight (8) intermittent days a calendar year is unacceptable absenteeism with or without doctor statement and will result in discharge.

Employees unable to report for work as scheduled must notify their supervisor immediately. Such notice should be given at least 6 hours in advance if possible and in accordance with departmental policy. Unexcused or frequent absences or tardies may result in progressive disciplinary action. Frequent absences or tardiness may subject an employee to termination. Tardiness is defined as recording time after an employee's scheduled time to begin work. In addition, failure to record time is not an acceptable work behavior.

An absence is defined as a paid and/or unpaid period of time in which an employee is unable to attend work as scheduled. If an employee must be absent more than one day, notification must be given each day unless other arrangements have been made.

- Step 1 – Verbal Counseling – 2 absentee or call in
- Step 2 – Written Reminder – 4 absentee or call in
- Step 3 – Probation – 5 absentee or call in
- Step 4 – Suspension Without Pay – 7 days absentee or call in
- Step 5 – Discharge – 8<sup>th</sup> day termination

**EFFECTIVE DATE OF THE PROGRAM:**