

**The Hospital makes this Counterproposal together with its Proposal No. 7.**

**PROPOSAL NO. 6**

**ATTENDANCE GUIDELINES  
FOR  
SEIU COVERED EMPLOYEES**

Children's Hospital requires employees to report to work everyday for their scheduled shifts and to follow the departmental procedures regarding time and attendance.

Excessive absenteeism and/or tardiness are subject to corrective action. Corrective action will be based on frequency of occurrences and trends in accordance with the following in accordance with these Guidelines.

~~Absenteeism~~ **Absence** is defined as being absent from work on any scheduled workday not in attendance at work as scheduled, even though if the employee has reported off. An absence of one entire scheduled shift or more than one scheduled shift on consecutive days, or an absence of more than two (2) hours of a scheduled shift, will be counted as an absence occurrence. Each period of consecutive absence will be recorded as one occurrence regardless of the number of days duration.

**Tardiness** is defined as being not appropriately dressed and at the work station at the start of the scheduled shift. ~~will be considered reporting to work or returning from breaks after the scheduled starting time.~~

~~Employees who~~ **Reporting to work late or returning late from a break or a meal period by more than six (6) minutes but less than two (2) hours of a scheduled shift will be counted as a tardiness occurrence.**

- ~~five (5) six (6) or fewer minutes late or less will not be charged with one fourth (1/4) of an absence occurrence~~
- ~~more than five (5) six (6) minutes late will be charged as one half (1/2) of an absence occurrence for these occurrences.~~

**Corrective action for tardiness will be administered according to the following:**

**Five (5) occurrences within a twelve-month period — First Written Notice.**

**Six (6) occurrences within a twelve-month period – Second Written Notice.**

**Seven (7) occurrences within a twelve-month period — One (1) Day Suspension.**

**Eight (8) occurrences within a twelve month period – Termination.**

**Corrective action for absences will be administered according to the following:**

**Five (5) occurrences within a twelve-month period — First Written Notice.**

**Six (6) occurrences within a twelve-month period – Second Written Notice.**

**Seven (7) occurrences within a twelve-month period — One (1) Day Suspension.**

**Eight (8) occurrences within a twelve month period – Termination.**

Employees who leave before the end of their shift after their manager or supervisor has instructed them not to leave will be considered insubordinate and subject to immediate termination.

Employees who are absent without call-in or who fail to follow call-in procedures will be charged with two occurrences of absence for that occasion.

A No Call/No Show of three (3) consecutive-scheduled shifts will result in immediate dismissal for job abandonment.

Absence due to ~~Family Medical Leave (FMLA), Parental Leave,~~ **statutorily protected leave,** Bereavement Leave, Military Obligation, Jury Duty, and other circumstances including hospital confinement and work incurred injury will not be recorded as an occurrence of absence for purposes of corrective action.

Time/Attendance records will be maintained for a consecutive twelve-month period, starting with the employee's first occurrence of absence. ~~An employee who has received a second or third step of discipline during a consecutive twelve (12) month period will move to the next level of discipline during the subsequent twelve month period after four (4) occurrences and to the next level (if any) after an additional four (4) occurrences.~~

~~Corrective action will be administered according to the following:~~

~~Six (6) Four (4) occurrences within a twelve month period — First Written Notice.~~

~~Ten (10) Six (6) occurrences within a twelve month period — Second Written Notice.~~

~~Thirteen (13) Seven (7) occurrences within a twelve month period — One (1) Day Suspension.~~

~~Fifteen (15) Eight (8) occurrences within a twelve month period— Termination.~~

Consistent with Hospital policy, all terminations should be reviewed in advance by Human Resources. This review shall include a review of all the facts and circumstances of the particular employee's record.