

**HACKETTSTOWN REGIONAL MEDICAL CENTER  
LABORATORY POLICY MANUAL  
ATTENDANCE/TARDINESS POLICY**

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**PURPOSE:** To define Hackettstown Community Hospital’s guidelines for absenteeism due to illness and also for tardiness.

**POLICY:** A “sick day” is defined as a missed day of work with less than 24 hours notice to the supervisor, or a day taken off with less than 30 days prior notice for which coverage by a non-supervisor, equivalent rate, employee was needed and could not be found by the person taking the day off. Supervisor assistance for time off requests with less than 30 days should not be expected.

**NOTE: ALL CALL-INS ARE TO BE MADE IN PERSON TO YOUR DIRECT SUPERVISOR AT LEAST TWO HOURS IN ADVANCE OF REPORTING TIME, WITH THE EXCEPTION OF 2<sup>ND</sup> AND 3<sup>RD</sup> SHIFT LAB EMPLOYEES WHO MUST CALL-IN A MINIMUM OF 4 HOURS PRIOR TO SHIFT START TIME.**

The allowable limit of sick days for a full-time (10 days worked pr pay period) employee is six per year. The calendar year for sick time will be a rolling 12 month period . All other employees (those working 3-9 days per pay period) will be prorated according to the number of days worked per pay period using the following formula:

$$\frac{5 \text{ days worked}}{10 \text{ days per PP}} \times \frac{6 \text{ days}}{\text{year}} = 3 \text{ days/year}$$

**NOTE:** DAYS WILL BE ROUNDED TO THE NEAREST WHOLE NUMBER

For per diem and staff working less than 24 hours per pay period, the maximum limit will be 2 days per year.

**NOTE: ILLNESS LASTING MORE THAN THREE DAYS WILL BE CONSIDERED FOR ADJUSTMENT ON AN INDIVIDUAL BASIS.**

In accordance with the HRMC employee handbook, more than one tardiness per pay period (or 10% of days worked) will be considered excessive. At the point that this has occurred in three pay periods for a single employee, disciplinary action will be taken in accordance with hospital policy. This means a verbal warning, a written warning and then suspension. All of the steps taken will be noted in the employee’s permanent personnel file. The above described steps will also be instituted for excessive absences.