



Albert Einstein College of Medicine

Attendance Policy

I. Purpose

To support efficient business operations, this policy sets forth the expectations regarding employee attendance.

II. Scope

This policy applies to Albert Einstein College of Medicine staff and represented employees.

III. Policy

A. Attendance Requirements

Punctual attendance of scheduled workdays is an essential responsibility of each employee at Albert Einstein College of Medicine. Employees are expected to report to work as scheduled, on time and prepared to start work at the beginning of their scheduled shift. Employees are also expected to remain at work for their entire work schedule, except during break(s), meal period, authorized work-related travel or emergency situation. Late arrival, early departure or other deviations from scheduled hours are disruptive to business operations and can negatively impact coworkers. Proper notification of any unscheduled absence, tardiness, or unscheduled early departure must be made as far in advance as practicable.

B. Sufficient Notification

An employee who is unable to report to work as scheduled, tardy, or leaving early must contact their supervisor (or other as set forth by a department's call-out procedures) as far in advance as practicable and at the latest one hour prior to the start of their shift or the departure (if leaving early). Notification and acknowledgment of tardiness, unscheduled early departure, or unscheduled absence is not excusable.

Employees are responsible for notifying their supervisor of absences, late arrivals, or early departures each day of the absence, tardiness, or early departure, unless otherwise directed by the supervisor.

C. Scheduled Absence

Requests for scheduled absences (e.g. vacation, personal days, etc.) must be requested in advance and is subject to approval, not to be unreasonably denied. It is the employee's responsibility to request the leave and to submit appropriate documentation for approval.

Denied leave or other requested time off, failure to return to work after an approved leave, or failure to comply with these guidelines or other applicable policy may result in the treatment of time away from work as an unauthorized absence, tardiness, or unauthorized early departure under this policy.

D. Job Abandonment

Unless there are extenuating circumstances, any employee who fails to report to work without notification to their supervisor/department for a period of three (3) or more consecutive scheduled shifts will be considered to have abandoned their job and voluntarily resigned from employment.

E. Flexible Work Arrangements

Departments may permit reasonable adjustment (flextime) to established normal arrival and departure times of the workplace, to accommodate individual employee needs on a short-term basis subject to department's needs and operations. For more information, refer to the Employee Handbook and the Flexible Work Arrangement Request Form, which are accessible via the Human Resources webpage.

F. Attendance Management

Excessive or patterned unauthorized absences, tardiness, unauthorized early departures or failure to provide appropriate notification may result in disciplinary action up to and including termination of employment.

Absences, tardiness, and early departures due to approved FMLA leave, Short-Term Disability leave, military leave, jury duty, workers' compensation, other approved leave, or reasonable accommodation as required by law are excused and are not considered a component of a pattern or subject to disciplinary action.

IV. Definitions

None.

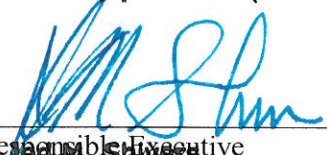
V. Effective Date

Effective as of: 16 May 2016.


VI. Policy Management and Responsibilities

Einstein's Human Resources department is the Responsible Office under this Policy. Einstein's Associate Dean for Finance and Administration is the Responsible Executive, and Einstein's Vice President for Human Resources and Diversity is the Responsible Officer for the management of this policy.

VII. Approved (or Revised)



Responsible Executive
Ted M. Shivers
Associate Dean for Finance and Administration



Date