
Policy No. 10

EMPLOYEE ATTENDANCE

Revised February 1, 2013

The purpose of this memorandum is to reiterate the School of Medicine policies regarding staff attendance. Dependable and prompt attendance is an essential function of every staff position at the School of Medicine. The efficiency of the entire work group is impaired if individuals are not present when expected. Unscheduled absences and tardiness are particularly disruptive and must be kept to an absolute minimum.

1. It is the policy of the School of Medicine that all departments will establish a daily work schedule for all their employees which will ensure necessary coverage of essential operations during normal business hours. This schedule will include a minimum of a half hour lunch or a maximum of an hour lunch. Business hours are established as 8:00 AM to 5:00 PM exclusive of a lunch period, Monday through Friday.
2. The School of Medicine does not recognize any form of "compensatory" ("comp") time for either exempt or non-exempt staff at this time.
3. Deans and Directors and other supervisors will be responsible:
 - a) To ensure sufficient personnel are scheduled to accomplish operations in an efficient, economical and safe manner during all normal business hours.
 - b) To communicate expectations regarding schedule of work to all staff including lunch schedule.
 - c) To communicate to the Business Office each employee's work schedule, then updating both employee and Business Office of any changes in a timely matter.
 - d) To establish and communicate a process for requesting/reporting absences.
 - e) To review and approve the time record for each pay period in the Time and Labor system, ensuring accuracy of each employee's reported hours. This must be completed in a timely manner to allow sufficient time for the Business Office to review.
 - f) To review employees' times worked at mid-week and if necessary adjust schedules so that employees don't work more than 40 hours during that week. Occasionally overtime is unavoidable but must be approved by the supervisor prior to working the time.
4. Staff will be responsible:
 - a) For fulfilling their obligation for a full day's work. They are responsible for reporting to work as scheduled, observing approved work schedule including lunch periods.
 - b) To report an accurate record of absences, lunch breaks and all hours worked (suffered or permitted) in myHR. These hours must be inputted in a timely matter.
 - c) To follow established policies on requesting/reporting absences.
 - d) To request prior approval to work hours outside of assigned schedule, i.e. modified work schedule or overtime.
5. Business Office will be responsible:
 - a) For ensuring the accuracy and completeness of time sheets and payroll runs.

6. Rules regarding leave can be found in UM System Human Resource Policy Section HR-400 (<http://www.umsystem.edu/ums/rules/hrm/hr400>). Employees with academic appointments with primary titles that are teaching and research should check with their department chairperson for leave policy.

7. Lunch Break:

The School of Medicine requires a lunch break to be taken if the employee is working longer than 5 hours during the day. The lunch break is either a half hour or an hour and must be scheduled so that the work functions are still covered for the office during that time period. Normally lunch breaks should be scheduled sometime between 11:00 AM and 2:00 PM. Occasionally an employee with extenuating circumstances may opt to not take a lunch that day and leave early or come in late. This must be approved by the supervisor prior to the occurrence. Occasionally is defined as no more than 4 times per year.

8. The previous Policy No. 10, dated October 15, 2012, is hereby rescinded.

PREPARED BY: BUSINESS OFFICE

APPROVED BY:



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DEAN AND PROFESSOR OF MEDICINE