

PROCEDURE FOR: Attendance: Sick Leave: Department of Nursing

- POLICY:
1. Use of sick leave will be monitored by the appropriate evaluator and utilized in the evaluation process.
 2. An occurrence of sick leave is defined as use of one or more successive days of sick leave.
 3. A pattern in use of sick leave may be defined by use of sick leave on a particular shift or before and after scheduled days off.
 4. For the purpose of record-keeping, the year will be defined to coincide with the Annual Performance Evaluations for each employee.
 5. This policy pertains to all full time and part time employees.

PROCEDURE:

<u>ACTION</u>	<u>POINTS OF EMPHASIS</u>
1. The number of occurrences of sick leave should not exceed six (6) per year.	1. A medical certificate may be required at any time by the supervisor.
2. If more than six are used, progressive disciplinary action may be initiated.	2. Requirement for a medical certificate can be withdrawn after improvement to a satisfactory level has been shown for a period of one year. The use of more than six occurrences may be considered "unsatisfactory" in the employee's annual performance evaluation.
3. If sick leave is taken prior to or following X, T, V, or H days, on a particular shift, a medical certificate may be required by the immediate supervisor.	3. If a medical certificate is not provided, an unauthorized absence may be given.
4. Sick leave use will be monitored.	4. If expected standards are not met, the employee will be counseled as the first step of the progressive disciplinary process.
5. A record of unexpected absences, including sick leave, is incorporated in the annual performance evaluation.	

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APPROVAL: Nursing Administrative Council

REFERENCES: UHP Contract Articles 11,17
Current 1199 Contract Articles 22,33
Current AFSCME Contract Articles 31, 16
Current Independent Contract Articles 29,17

EFFECTIVE DATE: 10/85

REVISION DATES: 3/86, 10/88, 1/90, 2/91, 7/94, 9/96, 11/97, 10/00, 10/03, 9/06

REVIEWED DATES: 2/09