



San Joaquin General Hospital

Human Resources Department





Understanding the Time and Attendance Policy

Effective 2/1/2026

Policy: Attendance and punctuality are essential for successful operations. This policy will help to ensure that adequate and appropriate staff are scheduled and available to deliver quality and timely services for our patients, visitors, and staff. This policy has application from time approved and time communicated to employees.

Purpose: To ensure consistent, high-quality patient care by establishing clear standards for punctuality, attendance monitoring, and the professional management of employee schedules.

Definitions:

01

Absenteeism: Unscheduled and regular absences from work which may demonstrate an ongoing or habitual pattern of missing work, or intentional Corrective Action/Disciplinary

02

Corrective Action/Disciplinary Action: This occurs when management takes an action with an employee to correct a problem using coaching, corrective action, and/or formal failure to attend work, which impacts on the availability and productivity of the workplace.

03

Excused Absence: Any absence from work where prior approval was obtained, or an unexpected absence wherein an employee called off from work within the applicable time and has applicable leave balances to cover the hours of absence.

04

Occurrence: Each occurrence of unscheduled, unprotected absence or tardiness.

05

Pattern: A consistent use of sick time in similar ways or similar days as evaluated over the course of the preceding rolling and consecutive six calendar months.

06

Tardiness: Defined as failure to arrive in the appointed work area ready to work at the scheduled starting time or upon return from lunch or rest breaks without sufficient justification.

07

Unexcused Absence: Any full or partial absence from work including failure to appear or call (no call/no show), or a tardy that is greater than 60 minutes, or leaving prior to the end of a scheduled work shift without authorization. Unexcused absences do not include protected absences. If upon the employee's return to work, a reason for the absence is verified and the reason precluded the employee from notifying the immediate supervisor in advance, the absence may be considered an excused absence.



Time & Attendance Policy – Procedure

Punctuality is expected of all employees in accordance with **San Joaquin Work Rules #4 Work Hours**: “Employees shall begin work on time and devote their assigned work hours to carrying out their jobs. Rest breaks, meals, and time off shall be taken at times authorized by the employee’s department head (or designee).”

If you are running late, notify your manager immediately with your estimated arrival time using your department's specific call-in procedures; for unpredictable emergencies, you may be allowed to use accrued leave or make up the time with prior approval.

01

- a) Two (2) or more occurrences of tardiness within a 30-day period are considered excessive and are grounds for discipline.
- b) Employees and supervisors are encouraged to work collaboratively to identify and improve an employee's attendance.
- c) The above standards also apply to rest periods and lunch breaks.

If you cannot report to work, you must notify your supervisor via your department's call-in procedure at least two hours before your shift begins, or as soon as possible in the event of an emergency.

02

- a) Protected leaves will not be counted towards the excessive absenteeism thresholds.
- b) The occurrence of an unexcused absence including no call/no shows are cause for the immediate supervisor to speak with the employee in person upon their return to work. The immediate supervisor shall make all



Time & Attendance Policy – Procedure

If you cannot report to work, you must notify your supervisor via your department's call-in procedure at least two hours before your shift begins, or as soon as possible in the event of an emergency

02

reasonable efforts to contact the employees prior to their next scheduled shift to ensure the well-being of the employee. No call/no shows, without extenuating circumstances, will represent grounds for disciplinary action. First, no call, no show would be first level of discipline, second would be NOI suspension and third would be termination. (Note: Please refer to applicable MOU related to part-time employees).

c) An unexcused absence or no call/no show of three (3) or more consecutively scheduled working days will be considered job abandonment (Automatic Resignation, See CS Rule # 16). Employees will be permitted to present extenuating circumstances to justify the employee's absence and lack of notice. Job abandonment will be grounds for termination.

d) If an employee's request for absence is denied and the employee subsequently fails to report to work, the immediate supervisor may review the basis for the absence and follow up on a case-



Time & Attendance Policy – Procedure

If you cannot report to work, you must notify your supervisor via your department's call-in procedure at least two hours before your shift begins, or as soon as possible in the event of an emergency

02

by-case basis. If it is determined that the employee was not absent for an appropriate or protected reason, the time should be coded as “leave unauthorized” resulting in no pay and may result in disciplinary action.

e. Supervisors/managers and employees are encouraged to notify SJGH HR if an employee is absent for an unexpected period for any reason to ensure appropriate leave of absence resources are made available. Supervisors/managers are asked to speak to their employee(s) in person as soon as unexcused absences begin. SJGH-HR leave management should be contacted to discuss possible leave options after 3 consecutive days.

PATTERNS OF ABSENCES

A demonstrated pattern of unscheduled absences may separately warrant corrective action. Examples of patterns of absence may include:

03

a. Frequent absence on Friday, Saturday, Sunday and/or Monday or time before and/or after assigned shifts.

b. Absences before and/or after a scheduled holiday or day off.

c. Leaving the work area without prior approval at any time, including before the end of the scheduled shift or prior to the break or meal period.



Time & Attendance Policy – Procedure

PATTERNS OF ABSENCES

Examples

This is what it looks like when i'm running late to work and i hit every red light!!!



03

d. Instances of unscheduled absence in conjunction with an approved time off (such as vacation) request.

e. Unscheduled absence on days when a request for scheduled absence has been denied.

f. Routinely calling out to avoid working during peak patient census in the employee's department.

To establish a pattern, management must consider the previous six (6) months. When an absence pattern is exhibited by an employee a manager/supervisor may investigate the nature of the absences. If an employee is found to have abused leave time or violated this policy, disciplinary action may be taken. A pattern must be consistent use of sick time in similar ways or similar days.



Manager/Supervisor Responsibility

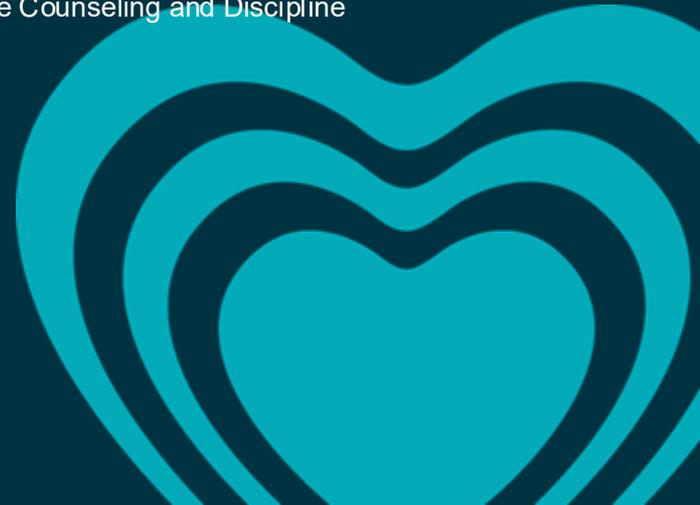
It is the responsibility of managers/supervisors to monitor and address their departmental attendance and to coordinate with San Joaquin General Hospital Human Resources to maintain a written departmental procedure which shall be communicated to all current and new staff. Managers/supervisors shall:

- a) No approve requests for leave unless the employee has accrued enough time for the dates requested, or the leave is protected, and unpaid leave is authorized.
- b) Provide employees with information regarding extended leaves of absence and coordinate with SJGH HR leave management.
- c) Monitor unscheduled absences and excessive tardiness, to recognize a pattern which adversely impacts the ability of a unit or department to accomplish operational tasks and coordinate with Human Resources to determine actions to take in accordance with applicable MOUs.
- d) Communicate with their employees directly and implement counseling and progressive discipline as needed.
 - e) Review the attendance of the employees who report to them and provide timely notice of concerns. Reviewing the attendance of employees shall include but not be limited to: (1) well-documented tardiness and absences; 2) tracked use of leaves, segregating the use of protected leaves.

- 3) address all excessive, unprotected absences, and abuse of unprotected leave in a consistent manner,
- (4) recognition of any extenuating circumstances.

Supporting Documents:

- 1) San Joaquin County Work Rules
- 2) San Joaquin General Hospital Policy: Progressive Employee Counseling and Discipline





Connect With Us

500 W Hospital RD
French Camp, CA 95231

(209) 468-6218

SanJoaquinGeneral.org