UNIVERSITY OF ILLINOIS HOSPITAL AND CLINICS
MANAGEMENT POLICY AND PROCEDURE

NO: HR 3.07
APPROVAL DATE: June 13, 2025
EFFECTIVE DATE: June 16, 2025

SUBJECT: University of Illinois Hospital & Clinics Time, Overtime, and Attendance Policy

OBJECTIVE

To establish the requirements for reporting attendance and absences of all Civil Service employee classifications, using University benefit time, to provide guidelines for the handling of excessive and/or unscheduled absences, and to outline employees' need to adhere to established work schedules to maintain efficient and effective operations within UI Health Hospitals and Clinics.

DEFINITIONS

For the purpose of this policy, the following definitions apply:

Approved Leave is a leave of absence that has been approved by the UIH Human Resources Leave of Absence Office.

Attendance: Employees are expected to be at their workstation and ready to work by their scheduled start time, and work until the end of their scheduled shift.

Attendance records: Are records documenting employee attendance for the purpose of compensating hours worked and for applying benefits. Attendance records are legal records.

Civil Service Healthcare personnel: All active civil service staff (including extra help) (as defined by the State University Civil Service System) who provide care, treatment, or services for or on behalf of the University of Illinois Hospital & Clinics (Hospital)

Overtime for non-exempt personnel: Is time beyond the regular work shift or beyond forty (40) hours per week/thirty-seven and one-half (37.5) hours per week per University rules. Overtime must be assigned and pre-approved by the department.

Proof Status: An employee's supervisor may require the employee to provide evidence to substantiate the reason for the absence, including a physician's certification or FMLA medical certification, if applicable, if the absence exceeds three (3) consecutive workdays or if the supervisor has sufficient justification to believe that the employee does not have a valid reason for requesting sick leave. An attendance record indicating a pattern of excessive use or previous abuse of sick leave is considered sufficient justification.

Tardiness: Is defined as late arrival from the time that your work shift starts.

Unexcused Absences: (i.e. no call, no show, unapproved departure during shift, or sick call without benefit time to cover absence) are any absences from work by an employee, which has

not been approved by the department. These absences shall be unpaid.

POLICY

General Information: Nothing in this policy shall be construed to circumvent:

University of Illinois at Chicago Policy and Rules:

- University of Illinois Personnel Administration, Policy and Rules-Nonacademic Policy 4 Work Schedules, Hours, and Work Suspensions.
- University of Illinois at Chicago Policy 6 Overtime.
- University of Illinois at Chicago Policy 10 Sick Leave.

Civil Service System Statute and Rules:

- Civil Service Statute and Rules.

Applicable Collective Bargaining Agreement

Employees are expected to report to work on time and as scheduled. However, should unexpected circumstances arise, the employee is expected to inform their direct supervisor or designee.

Non-exempt employees who have worked their regular shift and with prior approval of the employee's Direct Supervisor or designee shall be approved/granted overtime.

Overtime pay will not be paid to an employee in cases where an employee (a) badges in within three (3) minutes prior to the start of an assigned shift or (b) badges out within six (6) minutes of the end of shift.

All non-exempt employees must:

- Report to work on time and as scheduled.
- Use their own time badge to badge in and out for actual hours worked and is accountable for any failure to badge in/out. The employee shall:
  - Badge in at the assigned department time clock closest to their department location no more than three (3) minutes prior to or at the end of the assigned shift.
    - Badging in after the start of the scheduled shift is defined as tardy.
  - Have prior approval of their immediate supervisor or designee for all overtime.
  - Record overtime hours following the approved process and/or in the designated system.
  - In those extenuating situations where badging in or out deviates from established hours or work rules, the employee must follow departmental guidelines on time reporting.
- Failure to badge in/out on the assigned time clock is unacceptable.
  - Use of an alternate time clock requires approval.
- Report lost, stolen, damaged, or destroyed time badges to the Direct Supervisor or designee. Initiate replacement through UIH HR of lost, stolen, damaged, or destroyed time badges by the end of the next work shift.

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- An employee who works off campus must have an active telework agreement in place and will maintain an accurate time and attendance record as specified by the department. Poor work performance or careless or irresponsible behavior in keeping an accurate time records is subject to immediate revocation of telework capabilities.

All exempt employees must:

- Report to work on time as scheduled.
- Badge in at the start of shift, or based on department guidelines, at the assigned time clock closest to their department location.
- Use only their assigned badge.
- Report lost, stolen, damaged, or destroyed time badges to the Direct Supervisor or designee.
- Initiate replacement through UIH HR of lost, stolen, damaged, or destroyed time badges by the end of the next work shift.
- An employee who works off campus must have an active telework agreement in place and will maintain an accurate time and attendance record as specified by the department. Poor work performance or careless or irresponsible behavior in keeping an accurate time records is subject to immediate revocation of telework capabilities.

To fulfill expectations of the UI Health Administration: Time, Overtime, and Attendance policy employees (exempt and non-exempt) shall have:

- Zero (0) occurrences of no call, no show.
- Zero (0) occurrences of tardiness; employees may be subject to disciplinary action if, within a 4-week period, they accumulate either:
  - Two or more instances of tardiness of 7 minutes or more, or
  - Three or more instances of tardiness between 1 and 6 minutes.

- For non-exempt staff, failure to punch in or out, two (2) or more times within a 4-weeks schedule will be considered unacceptable.
- For non-exempt staff, failure to punch in or out at the department's assigned clock two (2) or more times within a 4-week schedule will be considered unacceptable.
- Absenteeism shall be no more than seven (7) occurrences per year. More than seven (7) occasions of illness, or more than four (4) patterned absences in a rolling 12-month year period may result in placement on "proof status" Sick time scheduled and approved during the request period shall not be treated as an occurrence for the purposes of proof status unless there is suspected abuse of sick benefits.

To utilize sick benefit time:

- An Employee must have enough sick time accrued for the time requested off.
- Refer to departmental expectations.
- Refer to relevant collective bargaining agreements for call in times for specific classifications.

The Direct Supervisor or designee shall:

- Monitor employees' actual time worked.
  - Approve all timesheets.
  - Approve all overtime prior to its being worked.

- Rectify inaccuracies in time and attendance records.
- Updating scheduling system, if applicable, on a daily basis and as needed to ensure benefits use.
- Analyze overtime usage per pay period and follow up as necessary.
- Monitor sick time usage.
- Conduct regular Time and Attendance Reviews

- Counsel employees regarding timekeeping practices.
- Counsel employees regarding sick time use/abuse and place the employee on proof status based on the following criteria:
  - Abuse of sick leave benefits is defined as, but not limited to:
    - More than seven (7) occurrences of **unscheduled** absences from scheduled shifts due to illness or injury (absences during consecutive scheduled days equal one occurrence) during previous (rolling) twelve (12) Months.
    - More than seven (7) occurrences of **scheduled** absences from scheduled shifts due to illness or injury (absences during consecutive scheduled days equal one occurrence) during previous (rolling) twelve (12) Months.
    - Failure to work all scheduled hours after reporting to work.
    - Failure to call in to notify Direct Supervisor or designee prior to shift's start of sick leave or FML. Exceptions may be made for emergent situations. (excluding no-call/no show).
    - Patterned absences defined as four (4) or more sick leave absences in the previous twelve (12) rolling month period.
    - Examples of patterned absences include, but are not limited to:
      - Preceding or following scheduled days off or vacation.
      - When rotated to another assigned shift or assignment or repeated absences on a particular day of the week four (4) or more single occurrences.

- Institute disciplinary action when any employee:
  - Consistently fails to badge in before or out after their shift (for non-exempt employees).
  - Uses another individual's time badge to in/out.
  - Falsifies their own time and attendance records.
  - Maliciously damages the record keeping system.
  - Consistently accrues unauthorized overtime; two (2) or more incidents in a 4-week schedule are considered unacceptable.
  - Violates any part of this policy.

Keywords call in, sick time, proof status, tardy, unexcused absence

References
Hospital Management policy and Procedure
HR 1.01 University Health Service (UHS)

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State Universities Civil Service System Statute and Rules

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Relevant Collective Bargaining Agreements

Addendum none

Rescission Date none
Note: This policy replaces the Nursing Attendance Policy NO: NS-LD1.02 and other attendance policies. Effective

Reviewed by
This policy was reviewed and endorsed by the following individual(s):
Chief Administrative Officer
Chief Operating Officer

Policy Owner - Chief Administrative Officer