A. GENERAL STATEMENT OF POLICY:

To establish a policy for calling in sick the day of for clinic personnel.

B. SCOPE:

This policy will cover the Department of Surgery Employees.

C. ADMINISTRATION:

This policy will be revised by the administrator and approved by the chairman.

D. TEXT

i. All personnel must notify the Associate Administrator by cell phone as early as possible when a call-in is necessary but no later than 7:15 a.m.

ii. If either an employee is going to be late, he/she must notify the clinic manager as soon as the late arrival is noticed.

E. Distribution

This policy and procedure should be distributed to all Surgery Employees

F. Revision

It shall be the responsibility of the administrator and/or designee to indicate any revisions to this policy and it shall be the responsibility of the chairman to approve any revisions to this policy.