

PROCEDURE: SCHOOL OF MEDICAL LAB SCIENCE (MLS.02.03.00.00)
EFFECTIVE DATE: 9/11
REVISION DATE: 4/12, 3/15, 3/16, 5/17, 3/19, 4/21, 10/21
REVIEW DATE: 10/12, 10/13, 3/14, 5/18, 4/20, 3/23, 4/24

SUBJECT: ATTENDANCE AND PUNCTUALITY STANDARDS

PURPOSE:

The purpose of this policy is to define attendance and punctuality standards for medical laboratory science students during lectures, clinical rotations, and program activities. Dependability is important for the success of clinical training and is a critical component of developing a professional work ethic. This policy is not intended to be all-inclusive. Extenuating circumstances, unique situations, and emergencies may occur, which will be reviewed on a case-by-case basis per the program director's discretion.

POLICY:

1. Students are expected to be present and on time during each assigned day of clinical training according to the *Lecture Schedule, Clinical Rotation Schedule, Academic Calendar, and Clinical Assignment and Designated Hours policy (MLS.03.01.00.00)*.
2. Students will clock in upon arrival to class and clinical rotations and clock out upon departing. Time spent as a student in clinical rotations, lectures, and program activities will be recorded. Program director will monitor attendance and punctuality compliance and is held accountable for accurately recording time and attendance of student clinical training.
3. Initials must be obtained by an instructor and placed on the student time card when hours deviate from scheduled clinical rotation hours.
4. Time missed in the program will be deducted from the student's record unless initials are placed on the student time card. Time exceeding the clinical rotation hours or other program activities will be added to the student's record only with initials on the student time card.
5. Each student is given at least 30 minutes for break during each day of class and clinical rotation. Break times, frequency, and lengths will be determined by the designated laboratory professional in charge of training the student each day.
6. In the event of a tardy or absence, students must notify the program director by work phone or email **and** notify the clinical instructor's department by work phone prior to the scheduled start time.
7. More than three days of consecutive sick leave requires a doctor's note upon return.
8. Personal time should be scheduled in advance **with at least 24 hours-notice** unless extenuating circumstances occur.
9. In the event of a personal scheduling conflict, students are to reschedule clinical rotation training with prior approval from the program director and clinical instructor.
10. Students exceeding 40 hours of missed time will be required to make up deficient hours outside of normally scheduled training time prior to graduation. Deficient hours to be made up are to be scheduled in advance with the program director.

11. Upon returning from an extended medical leave of absence, military leave, jury duty, bereavement leave, or maternity leave students are expected to make up deficient hours until minimum competency has been reached and all coursework has been made up. Students will be granted an extension of the 51-week clinical internship if necessary.

Definitions

Absence: student is not present during lectures, clinical rotations, or program activities on a scheduled clinical training day. Each day missed is considered an absence.

Occurrence: one or more consecutive absences

Excessive tardies: defined as one of the following:

- Two or more tardies during the first 90 days of the program
- Two or more tardies in a four-week time period
- Three or more tardies during the first or second semesters

Excessive absences: defined as one of the following:

- Two or more unexcused occurrences during the first 90 days of the program
- Three or more unexcused occurrences during the first or second semesters
- Unexcused absences exceeding missed time of ≥ 40 hours throughout the program year

Term	Definition	Hours deducted?	Counted as occurrence?
Tardy	Clocking in beyond seven minutes of designated start time	Yes	Yes
No call-no show	A failure to notify program director or lab staff of absence	Yes	Yes
Leaving without notice/approval	A student leaving the premises during scheduled lectures, clinical rotations, or program activities without both notice and approval	Yes	Yes
Unexcused, scheduled absence/occurrence	Student is not present during lectures, clinical rotations, or program activities on a designated clinical training day with 24-hour advanced notice due to a personal conflict such as an appointment.	Yes	Yes
Unexcused, unscheduled absence/occurrence	Student is not present during lectures, clinical rotations, or program activities on a designated clinical training day without providing 24-hour advanced notice due to unforeseen circumstances such as an illness or vehicle problems.	Yes, unless leave is related to COVID-19 isolation and/or quarantine protocols.	Yes
	Emergency medical leave of absence from clinical training will be granted to a student due to an emergency health condition or serious injury of oneself or immediate family member with approval of the program director.	Yes, unless leave is related to COVID-19 isolation and/or quarantine protocols.	Yes

Term	Definition	Hours deducted?	Counted as occurrence?
Excused, unscheduled absence/occurrence	Severe weather/dangerous road conditions: in the event of severe weather and dangerous road conditions, classes will be held virtually through the program's learning management system and clinical rotations will be rescheduled. Notification will be issued to the students and instructors by the program director by 7:00 pm the night before.	No	No
	Bereavement leave will be granted to a student for loss of a close family member for up to three days with approval of the program director.	No	No
Excused, scheduled absence/occurrence	Maximum competency: student is not present during lectures, clinical rotations, or program activities on a designated clinical training day, because maximum competency has been reached in all areas of the department.	No	No
	Military/reserve/national guard leave of absence will be granted to a student as temporary absence from clinical training with prior approval of the program director.	No	No
	Jury duty time off will be granted to students to serve as jurors in a court of law with prior approval of the program director.	No	No
	Maternity leave will be granted to students for a time period agreed upon by the student and program director.	No	No

PROCEDURE:

1. Breach of the attendance and punctuality standards will result in implementation of the *Disciplinary Action Policy (MLS.02.06.00.00)* by the program director.
 - 1.1 First offense: student will be given a verbal warning
 - 1.2 Second offense: student will be given a written warning
 - 1.3 Third offense: student will be placed on probation
 - 1.4 Fourth offense: student will be dismissed from the program

2. Offenses may include but are not limited to:
 - 2.1 Failure to clock in or out
 - 2.2 Excessive tardiness or absences
 - 2.3 Leaving for breaks without notice
 - 2.4 Taking excessive time for breaks

3. The following offenses may be considered a voluntary resignation from the program and may result in immediate dismissal:
 - 3.1 No call-no show
 - 3.2 Leaving without notice/approval
 - 3.3 Failure to make up deficient hours prior to graduation (exceptions include medical leave of absence, military leave of absence, jury duty, and bereavement leave)

REVIEWED BY: Program Director, School of Medical Laboratory Science