



**Minnesota Nurses Association Proposal to Allina Health**

**May 24, 2019**

**Unity Union Proposal #7**

**APPENDIX B – ATTENDANCE**

Notification of time away from work: In the event you are going to be tardy or absent from your scheduled shift or if you need to leave early, you are expected to personally notify your manager (or designee) according to your department guidelines. Some managers require personal notice and do not allow voice mail messages. Unless your department has a specific policy with a different notification standard, you are required to call at least ~~60~~90 minutes before your scheduled start time. However, if you have an emergency situation where you are unable to give proper notification, you must notify your manager as soon as possible. If your department has specific requirements about providing personal notice, finding replacements, or notifying a manager if you have found a replacement, you are expected to be familiar with those requirements.

Unplanned absence or tardiness

An unplanned absence ~~or tardiness~~ is treated as an occurrence. Tardiness is treated as a half occurrence. This is defined as any time away from work (including tardiness or leaving early) that is not defined as a planned absence. You will be considered tardy if you begin work eight (8) or more minutes after your scheduled start time.

Managers will track occurrences for each employee over a rolling 12-month period looking backward from the date of the absence or occurrences.

The Allina guideline for an acceptable level of occurrences is based on your FTE as follows:

Periods of absence	Casual to .49 FTE	.5 to .79 FTE	.8 to 1.0 FTE
In any 12-month consecutive period	<u>64</u>	<u>86</u>	<u>108</u>
In any three-month consecutive period	<u>42</u>	<u>43</u>	<u>54</u>

The Union reserves the right to amend, add, delete, or withdraw without prejudice any and all proposals submitted. The Union also reserves the right to submit future amended, revised or new proposals.