



CORRECTIONS MEDICINE
Provider Time, Attendance and Leave
ACA Standard: 4 ALDF – N/A

Effective: November 2016
Revised: April 2011, August 20019
Reviewed: April 2018

Policy Number:
CM – 22.1a

- I. **PURPOSE:** To provide written standards for attendance, punctuality, and reporting requirements for Saint Louis County Department of Public Health (DPH) Corrections Medicine medical providers and all contract providers

- II. **POLICY:** Establishment of written guidelines for standards governing time, attendance, employee call-ins, punctuality and requested paid time off (PTO).

- III. **RESPONSIBILITY:** All staff members and contract staff members in the Corrections Medicine program are familiar with the content of this policy and the procedure therein.

- IV. **GENERAL INFORMATION:** Rules regarding time and attendance are based on Saint Louis County Department of Public Health (DPH) Guidelines and the Saint Louis County Civil Service Rules. These guidelines apply to DPH staff unless indicated that they apply to contract providers.

- V. **PROCEDURE:**
 - 1. Attendance
 - a. DPH and contract providers are expected to report for duty for their scheduled clinic visits, infirmary rounds and juvenile detention appointments unless prior arrangements have been made.

 - b. Any deviation from the assigned working assignment and/or hours must be approved by the nurse manager. Any decreases in the number of patients to be scheduled for a session will require approval by nurse manager, who will get approval from the Chief Medical Officer.

 - c. The DPH management, contract providers and DPH Corrections Medicine providers will work together to create a work schedule.

 - 2. Guidelines for PTO Requests for Scheduled Time Off
 - a. Paid time off must be requested in advance, preferably 60 days in advance by DPH and contract providers. PTO may be requested 30 days in advance or less, including requests for emergency time off may be considered based on staffing. However, the provider may be responsible for arranging coverage for the time off they request.

 - b. Requests for time off for DPH providers must be first approved by the DPH nurse manager to verify appropriate level of staffing on the requested days off. The request is then forwarded to the DPH Chief Medical Officer for approval.

- c. Contracted providers must first get approval from the DPH nurse manager and then get approval from their management. The approved request is then forwarded to the DPH Chief Medical Officer for final approval.
 - d. DPH and the Corrections Medicine program typically does not allow more than two (2) consecutive weeks of PTO at any one given time. However, consideration will be given for special requests and approval is dependent on the staffing pattern and needs of the Corrections Medicine program.
3. DPH Staff Unscheduled Time Off
- a. Should a provider not be able to report for a scheduled shift at their scheduled time, it is the provider's responsibility to notify the Nurse Manager, who will contact the clinic desk nurse. If unavailable, the provider may contact the supervisor or charge nurse.
 - b. Time off that is not approved or requested less than 24 hours prior to the date/time needed is coded as unscheduled time off for all DPH Employees.
4. Lunch Period
- a. A30 minute meal time is allowed for each eight (8) hour shift worked. Providers who take extended lunch breaks should adjust their work hours accordingly.
5. Compensation Time
- a. Employees with EXEMPT status are scheduled to work a 40-hour work week most weeks, but can flex hours in the pay period based on departmental needs.
 - b. If time over 40 hours per week is required for special projects, approval by the DPH chief medical officer is required prior to working the additional hours.
6. Holidays and On-Call
- a. At the beginning of each year, the providers will divide the County observed holidays for the purposes of being on-call. Providers will rotate the on-call responsibilities weekly. Providers will not be required to be on-call during scheduled PTO.

VI. **REFERENCES:**

Compliance Assistant – Wages and the Fair Labor Standards Acts (FLSA). United States Department of Labor. <https://www.dol.gov/whd/flsa/>. Accessed August 2019