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|  <p>All HFHS Includes: Allegiance Health Behavioral Health Services Community Care Services Corporate Services Henry Ford Hospital Henry Ford Medical Group Kingswood Hospital Macomb Hospitals West Bloomfield Hospital Wyandotte Hospital</p> | Policy Name/Subject: Attendance (MEP 202) | |
| | Type of Document: Policy | |
| | Applies to: Tier 3: Department Business Unit: All HFHS Department: Graduate Medical Education | |
| | Category: Clinical Sub-Category: Graduate Medical Education | Current Approval Date: 11/9/2018 |
| | Owner: Graduate Medical Education | Approver: HFAH GMEC, HFH GMEC, HFMH GMEC, HFWH GMEC |
| | Related Policy/Procedure: <i>Include title and number</i> | |
| | Audience: Administrative Support Staff, Residents/Fellows | |
| | Key Words: tardiness; start work on time; make up time; late | |

Background

Henry Ford Health System recognizes the need to balance House Officers' unforeseen personal and medical situations along with the operational needs of the System. The purpose of this policy is to establish and communicate the guidelines for attendance and tardiness in order to provide quality service to Henry Ford Health System patients, customers, members and others. To this end, HFHS facilities and offices must be adequately staffed during all hours of operation and HFHS expects that all House Officers will consistently report for work, and start work on time.

Policy

Reporting for work and starting work on time are considered acts of professionalism. House Officers who fail to meet these expectations may receive correction action up to and including termination of employment, in accordance with MEP 213: Performance Improvement.

House Officers must notify his/her program director and program coordinator if unable to report to work for all or part of the work day. Days absent will be deducted from paid time off at the discretion of the program director in accordance with [Medical Education Policies 221: Paid Time Off and 210: Leaves of Absence](#).

Failure to notify the program director and program coordinator of the absence within a reasonable time, as determined by the program director, will be deemed a no call/no show and may result in corrective action or termination. Three (3) consecutive no call/no show occurrences shall result in voluntary resignation of employment. The House Officer is not eligible for rehire and he/she is not eligible to utilize the Medical Education Grievance and Due Process Procedure.

The program director, in consultation with the Designated Institutional Official (DIO), will determine the amount of time that the House Officer must make up to complete the requirements of the program. Boards and specialty colleges may have specific requirements regarding the amount of time a House Officers must be engaged in training in order to qualify for promotion, program completion or board certification.