

General Internal Medicine Office Attendance Policy

Effective Date: 7/1/2019

Purpose:

To provide standards on office attendance for staff.

The following entities are covered by this Policy:

Division of General Internal Medicine

At Duke, we understand the increasing demands that staff members face in their personal and work lives and recognize that their career is just one of the many aspects of their lives. In instances where time in the office may be affected as a result of a personal need, the following options may be discussed with your supervisor to help manage work schedules while continuing to meet work requirements.

Flextime:

If due to a unique personal need, a flextime working arrangement may be utilized with written agreement from the Division Chief, supervisor and staff member to ensure that during the central portion of the day or “core work time” all staff are present to support the office. In these cases, employees will maintain a standard work week with a modification to their schedules.

Example-

Mary worked with her supervisor to establish a flextime working arrangement so she would be able to pick her daughter up from school each day and participate in her after-school activities. Mary's flextime schedule allows her to come into work at 7:30 a.m. and leave at 3:30 daily.

Telecommuting:

Telecommuting (e.g. working from home), is not an organizational-wide benefit and or policy that is available to all employees, and in no way changes the standard policies, terms, and conditions of employment with Duke. In general, staff are expected to be in the office during regular business hours. Requests to work from home should be applied exclusively to periods of inclement weather, where staff are advised by the Division or the University to remain at home. Approval to do so for the staff member is at the discretion of their supervisor.

If the request is approved, a Remote Working log may be required upon return to the office for inclusion in the supervisor's file of the employee. Alternatively during inclement weather, the exempt/non-exempt staff member may use accrued vacation or discretionary holiday time and or make up the time within 3 months.

Appointments

From time to time, employees may have appointments (e.g., doctor, dentist, etc.) that may delay arrival to the office in the morning and or require leaving a little earlier in the day. These type of appointments do not require the use of any vacation or approved leave time. Please do however notify your supervisor and colleagues that you may be late and or have to leave earlier due to the appointment.

Other Circumstances:

The Division is very supportive of staff members' unique circumstances. Staff members are encouraged to contact their supervisors, the Division Administrator, or the Division Chief to address concerns which may not be directly addressed in this document.

I have read and understand the terms of this policy.

Signature

Date