

Title: <b>BMG Operational Attendance and Paid Time Off (PTO) Procedure</b>	*Applicable to: <b>Beaumont Health</b>	Effective Date: <b>04/23/2018</b>
Policy Owner: <b>Chief Nursing Officer, Executive VP and CMO, SVP BMNT Hlth Physician Prtrs</b>	Document Type: <b>Procedure</b>	Last Periodic Review Date: <b>04/23/2018</b>  Functional Area: <b>Employed Physician Practice</b>

<p><b>*For This Document, Beaumont Health Includes:</b> Beaumont Medical Group</p>
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- I. **PURPOSE AND OBJECTIVE:** To ensure the appropriate administration of the Beaumont Medical Group (BMG) outpatient physician practices, it is necessary to establish benefit rules and regulations based on good business practice. The department of BMG expects adherence of the Operational Attendance and Paid Time Off (PTO) rules by all employees.
  
- II. **POLICY STATEMENT:** It is the policy of Beaumont Health to provide eligible employees time off with pay based on length of service and status as defined by the Beaumont Health [Paid Time Off \(PTO\)](#) policy. The following procedure is to be followed by Beaumont Medical Group (BMG) employed practices. This procedure does not apply to physicians.

**III. PROCEDURE:**

**Procedure for Practice Operational Exempt Employee job classifications:**

- A. Exempt employees must provide their set work schedule, determined by office operational needs, to their direct supervisor.
- B. Employees must request PTO time from his/her direct supervisor and gain approval within 24 hours prior to the PTO time being taken.
- C. Exempt employees who wish to change their set work schedule must request the change from their supervisor and gain approval of the change(s) prior to the changes taking effect.
- D. When Exempt employees need time off (whether part of the day or the entire day), they must use approved PTO time. When possible, Exempt Employees may flex their regular schedule of hours during the week to accommodate all hours worked for that week. If this flex of schedule occurs, the Exempt Employee will not be required to take PTO time. All requests for flex schedule hours must be made in writing and approved by the direct supervisor prior to requested flex time being implemented.
- E. Employees must communicate to their supervisor when they are unable to work. This communication must occur one (1) hour prior to the employee’s shift, at minimum.
- F. Schedule deviations are allowed due to flex time, low census, office closures or approved

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*Disclaimer: User must ensure that any printed copies of this policy/procedure are current by checking the online version of the policy/procedure before use.*

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benefit time off (i.e. FMLA or PTO). Please reference BMG Office Closure Policy for further information on these deviations.

- G. An exempt employee may be granted unpaid time off, for personal reasons, if the employee submits a written request for unpaid time off and the direct supervisor approves it. The request must be for full day increment, which assures consistency with the provisions of the Fair Labor Standards Act. Such unpaid time off can only be granted when the employee's PTO bank is depleted, with the exception of FMLA. Unpaid time may also be granted to exempt employees during their first 90-days of employment for pre-employment time off requests.

**Procedure for Non-Exempt Employees:**

- A. The Practice Manager will determine the employee's set work schedule, determined by office operational needs.
- B. All non-exempt employees will badge in and out via a time clock (Beaumont or manual). In the event the practice does not have a manual or Beaumont time clock, a time card must be submitted to the Practice Manager for the actual hours worked by Friday at 12:00 PM (Noon) at the end of each pay period. If the employee has taken any approved PTO time they must also provide the hours and dates of the approved PTO to the Practice Manager by Friday at 12:00 PM (Noon) at the end of each pay period.
- C. All non-exempt employees should badge in and out via a time clock (Beaumont or manual) whenever leaving the practice for personal reasons. Personal reasons include, but are not limited to, meal breaks. When leaving for a personal reason other than a meal break the employee must also write in the exception log. Employees must also indicate on the exception log when leaving for a personal reason other than a meal break.
- D. All non-exempt employees should register in and out (time clock, manual, or exception log) when taking a meal break. Practices with a time clock inside the suite, or within a reasonable proximity, should badge in and out at the time clock. Non-exempt employees working in a practice with a manual timekeeping process should punch in and out for the meal break through the manual process. For practices located in larger facilities, where the time clock is not within a reasonable distance from the practice, the employees may write the meal break times on the exception log. All non-exempt employees of a practice should follow the same protocol. The timekeeping protocol for lunches must be approved by the practice manager and Regional Practice Administrator.

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- E. All non-exempt employees must request PTO time from their Practice Manager and gain approval prior to the PTO time being taken.
- F. All non-exempt employees who wish to change their set work schedule must request the change from their Practice Manager and gain approval of the change(s) prior to the changes taking effect.
- G. When non-exempt employees need time off (whether part of the day or the entire day), they must use approved PTO time.
- H. All non-exempt employees must communicate to their Practice Manager when they are unable to work. This communication must occur one (1) hour prior to the employee’s shift, at minimum.
- I. Schedule deviations are only allowed due to low census, office closures or approved benefit time off (i.e. FMLA or PTO). Please reference BMG Office Closure Policy for further information on these deviations.

At times, there may be situations where employees are working an excessive number of hours and has concerns about the number of hours worked. In this case, the employee should bring these concerns to their direct supervisor for discussion and potential resolution.

**IV. REFERENCES:**

- A. [Paid Time Off \(PTO\)](#)
- B. [Meal Break and Rest Period](#)
- C. [BMG Office Closure at Employed Outpatient Practices](#)

**CORPORATE AUTHORITY:**

Beaumont Health (“BH”) as the corporate parent to William Beaumont Hospital, Botsford General Hospital, and Oakwood Healthcare Inc., (“Subsidiary Hospitals”) establishes the standards for all policies related to the clinical, administrative and financial operations of the Subsidiary Hospitals. The Subsidiary Hospitals, which hold all health facility and agency licenses according to Michigan law, are the covered entities and the providers of health care services under the corporate direction of BH. The Subsidiary Hospitals’ workforces are collectively designated as BH workforce throughout BH policies.