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|  PERMISSION TO LEAVE THE FACILITY DURING SCHEDULED WORKING HOURS | NO. 427 |
| POLICY:The organizational structure of Winning Wheels recognizes that patient care is a 24-hour responsibility. Employees are required to remain on the facility grounds during scheduled working hours unless an activity or duty requires their presence elsewhere.PROCEDURE:* For unusual circumstances, an employee may be granted permission to leave the facility by their Supervisor or Department Head.
* The Supervisor must be aware of the duration of time of absence and the estimated time of return.
* Employees must sign or punch out on their time sheet, or card when leaving the facility and sign in again upon return.
* Disciplinary action will occur when:
	1. An employee leaves the facility without permission.
	2. An employee's absence from the work unit is unknown.
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| Approved: | Effective Date: | Revision Date:3/17 | Change No.: | Page:  1 of 1 |