|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 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. | | | | | |
| Approved: | Effective Date: | Revision Date:  3/17 | Change No.: | | Page:    1 of 1 |