

KCMC Clinical Trials Unit	STANDARD OPERATING PROCEDURE	Effective Date	SOP-Number CTU ADMIN 01-1
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Title: Attendance	
SOP References:	Supersedes: N/A

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Annual Review:	Review Date	Revision Date	Signature

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1.0 RECORDING ATTENDANCE

- 1.1 Employees must enter the date and time of arrival and sign name in attendance log book each day they are scheduled to work.
- 1.2 Log book attendance record is considered a legal document that the program uses to verify attendance and calculate compensation (salary).
- 1.3 Salary will be paid for days that the attendance log is signed or leave has been approved that do not exceed the number of days off permitted in a one year period.

2.0 STARTING TIMES

- 2.1 All staff should report to the offices by 7.30AM unless assigned to start later.
- 2.2. Any staff expecting to be later than these times should notify administration or report to section supervisor that will be late and what time they can be expected.

3.0 TIME AWAY DURING THE DAY

- 3.1 Except for lunch and tea breaks staff are expected to be in the office and available if needed.
- 3.2 Lunch breaks should be taken at the convenience of the office work and not exceed 1.5 hours. Not all staff within the same work area should go on lunch break at the same time. There should be at least one person available in the work area at all official times.
- 3.3 If leaving the office at any time (other than for breaks or assigned tasks) administration/supervisor should be informed of departure and expected time of return.

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4.0 FINISHING TIMES

3.1 Staffs are expected to complete 8 hours of work per day (not including breaks and lunch). Thus, a staff member starting work at 7.30am and taking a 1.5 hour lunch break should be at work until 5pm.

5.0 DAYS OFF

- 4.1 28 annual leave days and 5 personal days off/year are permitted per employee contract. Employee salaries will be reconsidered for days off exceeding 33 days/year regardless of circumstances.
- 4.2 ALL days off must be requested from Administration/supervisor using respective Day off forms available in the administration/Supervisors office. This request should be made at least 3 days prior to taking the time off except if emergency arises.
- 4.3 Adequate hand-over of responsibilities must be made to staff covering during absences.
- 4.5 Personnel are responsible to notify administration/ Immediate supervisor, mainly during Monday Administration meeting about their expected absences.
- 4.6 If not returning on the date specified administration/supervisor should be informed and return date confirmed. Failure to notify will be considered a violation of this policy.
- 4.7 Sick leave that ought to be granted by respective Physician shall be distinguished however the administrator and supervisor must be notified in the event that sick leave is required to be taken so that cover can be arranged for duties.
- 4.8 Maternity leave 81 days of sick leave are permitted per pregnancy. Please notify the administrator and supervisor when you anticipate that you might require maternity leave so that cover can be arranged for duties.

5.0 MEETING ATTENDANCE

- 5.1 All staff are required to attend the Monday 8 AM Staff Meeting and be punctual.
- 5.2 Staffs are required to attend relevant designated meetings and be punctual. If unable to attend or expect to be late, the supervisor or meeting organizer must be notified in advance of the meeting.

6.0 NONCOMPLIANCE WITH ATTENDANCE POLICY

- 6.1 Deviations from the attendance policy will first be raised with staff member by Supervisor.
- 6.2 Repeated deviations from this policy will be referred to the Principal Investigator.

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This SOP has been read and understood by:

Name

Date

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