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| **STANDARD OPERATING PROCEDURE for Nigeria PreP Study** | | |
| **Study Site:** | | **SOPs Number** :SA-102 |
| **Title**  **ATTENDANCE POLICY AND MANAGEMENT** | | |
| **Version Number**: | **Version Date:** | **Effective date**: |
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**Annual Review**

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**Document History**

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| **Version number** | **Reason for change** | **Date** |
| 1.0 | Initial release | 28th March 2015 |
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1. **Introduction**

Efficient and timely conduct and completion of study related activities at study sites requires diligent and punctual staff. Poor attitude and attendance to work not only impact on study quality but also increase the cost of research conduct as well as man hours lost by study participants. In addition it impact on study attrition rate. To prevent this from occurring the study principal officer must ensure that staff are available as agreed at time of engagement. This SOP documents the processes for ensuring timely availability of staff for study related activities

1. **Objectives**

To establish a standardized operating procedure for attendance by staff of the Nigerian Prep Study.

1. **Responsibility**

It is the responsibility of the Principal Investigator, Site Principal Investigator and Site Coordinator to ensure that the instructions in this SOP are complied with. . The Principal Investigator assume ultimate accountability for staff performance. It is the responsibility of all Nigeria PreP study staff and consultants involved in supervising, managing, or conducting study-related activities they follow the instructions in this SOP as relates to study attendance policy and management.

1. **Definitions**

* Any unscheduled time lost from work, regardless of the reason, including sick time, is defined as absence in this policy.
* Vacation, Compensatory Time, leaves of absence, bereavement and holidays that are offered by the Nigerian PreP study are considered scheduled time off for the purpose of this policy.
* An unscheduled absence must be reported on a daily basis to the site coordinator at least two hours before schedule time of resumption. The daily notification of absences may be waived by the PI in the event of hospitalization or extended illness.
* Do not ask other employees, family members, or friends to make notification of an absence. If an employee has been hospitalized or in the event of other serious problems, this requirement may be waived by the PI.
* Employees who are absent for three consecutive days may be required to obtain clearance to return to work.
* Absences will be based on occurrence, not length.
* An absences for more than ½ the workday is considered an occurrence.
* All study staff’s time and attendance will be monitored by the staff’s immediate supervisor for excessive tardiness and/or absenteeism.
* Disciplinary action will be administered by the staff’s immediate supervisor for excessive time and attendance issues.

**4. Procedures**

**A. Recording attendance**

* Employees must enter the date and time of arrival and sign name in attendance log book each day they are scheduled to work.
* Log book attendance record is considered a legal document that the program uses to verify attendance and calculate compensation (salary).
* 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.

**B. Starting times**

* All staff should report to the offices by 8.00am unless assigned to start later.
* 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.

**C. Time away during the day**

* Except for lunch and tea breaks staff are expected to be in the office and available if needed.
* 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.
* 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.

1. **Finishing times**

* Staff are expected to complete 8 hours of work per day (including breaks and lunch). Thus, a staff member starting work at 8.00am and taking a 1.5 hour lunch break should be at work until 4.00pm.

1. **Days off**

* 28 annual leave days and 5 personal days off/year are permitted per staff contract. Staff salaries will be reconsidered for days off exceeding 33 days/year regardless of circumstances.
* ALL days off must be requested from Site PI. This request should be made at least 3 days prior to taking the time off except if emergency arises.
* Adequate hand-over of responsibilities must be made to staff covering during absences.
* Personnel are responsible to notify administration/ Immediate supervisor, mainly during Administration meeting about their expected absences.
* If not returning on the date specified PI should be informed and return date confirmed. Failure to notify will be considered a violation of this policy.
* Sick leave that ought to be granted by respective Physician shall be distinguished however the PI must be notified in the event that sick leave is required to be taken so that cover can be arranged for duties.
* Maternity leave days of sick leave are permitted per pregnancy provided the staff has been engaged for more than 1 year. Please notify the PI/site coordinator when you anticipate that you might require maternity leave so that cover can be arranged for duties.

1. **Meeting attendance**

* All staff are required to attend the Staff Meeting and be punctual.
* Staff 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.

1. **Noncompliance with attendance policy**

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

**This SOP has been read and understood by:**

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