

Time-Keeping Policy

February 2017

POLICY:

To ensure timely payment and accurate recording, all hours worked and all leave taken must be recorded on the *Timesheet*. Under the Program/Project section on the Timesheet, it is necessary to identify the program(s) or project(s) under which to be paid, such as CAPC, CPNP, Kidz Kastle, I & R, etc., as well as the number of hours attributed to each program or project.

PROCEDURE:

Timesheets must be submitted by noon on the Monday following the end of the bi-weekly pay period. In some instances, the Executive Director or designate may request that timesheets be submitted earlier to accommodate special circumstances such as office closure and vacations.

In the event of an employee attending a meeting or other event outside of normal working hours, identify the timeframes on two separate lines on the timesheet.

Except in extenuating circumstances, all requests for leave, whether paid or unpaid, must be submitted in writing through the format of *Request for Time Off* form in advance for approval by the employee's immediate supervisor.

Exceptions to this requirement include, but are not restricted to, unexpected illness of the employee or a family member, snow or other inclement weather, death in the family, court appearance, jury duty or other unforeseen circumstances. Under such circumstances, *the Request for Time Off* form must be submitted for approval at the employee's earliest convenience, usually upon return from the leave.