

Subject: Time Reporting

Board Policy Reference: DE (LEGAL) Compensation and Benefits

TIME REPORTING

Non-Exempt Employees

Non-exempt employees are required to record time worked on timesheets. The actual time that work is begun and ended must be shown. Every absence from work must be recorded – holidays, vacations, sick leave, etc.

Human Resources shall publish a calendar of dates by which employees must submit their timesheets to their supervisors and by which supervisors must approve and submit them to Human Resources.

Employee time will be rounded to the nearest quarter hour.

Exempt Employees

Exempt employees are required to report any employee leave, other than holiday leave. Leave requests must be submitted to the employee's supervisor for approval.

Whenever possible, planned leave shall be submitted and approved prior to the employee's absence. Leave may be approved or denied in accordance with DEC (LOCAL) Compensation and Benefits – Leaves and Absences. The use of personal or annual leave without advance approval may result in disciplinary action, even if the leave was subsequently marked approved for the purposes of properly recording its use.

The use of leave due to illness, bereavement, or other unplanned event should be submitted as soon as practical; however, in no such case should it be submitted later than the third business day after the employee returned to work. Failure to report leave in a timely manner may result in disciplinary action, even if the leave was subsequently marked approved for the purposes of properly recording its use.

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