

DLG Time and Attendance Guidelines

revised 4-17-17

- **Call-In guideline:** Everyone is expected to be to work on time, but there are times when you may be running late. If you are going to arrive 30 minutes after your start time, please notify your direct supervisor. Use voicemail if necessary. If you are unable to get through to their voicemail, let the receptionist know. If you are unable to call, please call as soon as possible. A habit of tardiness is unacceptable, and may result in disciplinary action.
- **Flex Time Guideline** (working hours other than 8:00a.m. to 4:30p.m.): Flextime is allowed, with permission from your manager. You need to maintain a total of 15 hours of comp time to be permitted to use flex time. Permission may be withdrawn at any time.
- **Pre Approved Sick Leave Guideline:** If possible, you need to get approval from your immediate supervisor for sick leave. If sick leave becomes excessive, a doctor's slip may be required. An appointment for an existing condition or routine examination does not necessarily mean the entire day is considered a sick day (unless you are too ill to work). When in doubt, discuss with your supervisor.
- **Emergency Sick Leave Guideline:** For sick leave, where prior approval cannot be obtained, please notify your immediate supervisor as soon as possible. At the beginning of the day, notification should be made by 8:30 a.m. Use voicemail if necessary. If you are unable to get through to their voicemail, let the receptionist know. Not notifying your direct supervisor may result in disciplinary action.
- **Annual and Compensatory Leave Guideline:** If you are going to use annual or comp time, please get prior approval with your immediate supervisor. E-mail approval will suffice. Same day approvals are discouraged.
- **Leave Approval Notification:** Email approval will be sufficient for any leave request. It is recommended that an employee email their supervisor to request leave, the supervisor should reply back to the employee to let them know if the request is approved or denied. The employees should keep the email approvals for 6 months.
- **Timesheet Guideline:** All timesheets must be turned in to the payroll office by 10:00 am on the first business day of the new pay period (unless requested differently by the payroll office). A timesheet does not need signatures to be processed. If a signature can not be obtained by the deadline, please submit a copy of the timesheet to the payroll office by the deadline. When the signatures are obtained, the original timesheet will be submitted to replace the copy.
- **Adverse Weather:** Administrative Regulation (101 KAR 2:102, Section 10) addresses Adverse Weather. Simply stated, employees typically must use leave time to account for absences from work due to adverse weather. However, there is a provision that allows employees to defer the leave and make that leave up over a four-month period. Discuss this with your immediate supervisor.
- **Overtime Approval:** Prior approval to work overtime should be obtained from your direct supervisor.

Personnel Policies and/or Regulations and/or the Appointing Authority may modify or supersede any of these guidelines.

I have read and understand the guidelines as described above.

PRINT NAME

SIGNATURE

DATE