

Timekeeping and Absence Requests



Policy Number: 02.012	Responsible Office: Human Resources	Governing Body: College Council	Last Review Date: 5/7/2022
Scope: This policy applies to all employees of Antioch College.			

I. Introduction

The purpose of this policy is to outline the timekeeping procedures of Antioch college. Accurately reporting time worked is the responsibility of every nonexempt employee. Antioch must keep an accurate record of time worked to calculate employee pay and benefits.

II. Timekeeping

Hourly employees must record their actual time worked for payroll and benefits purposes. No employee may enter, record, change or modify the time worked by another employee. Altering, falsifying or tampering with time records is prohibited and subjects an employee to discipline, up to and including discharge. It is an employee's responsibility to sign their time record to certify the accuracy of all time recorded. Any errors in an employee's time record should be reported immediately to their Supervisor, who should attempt to correct legitimate errors.

Hourly employees may not start work until their scheduled starting time. Hourly employees must record the time their work begins and ends, as well as the beginning and ending time of any departure from their work including time away for meal breaks. Employee meal breaks are scheduled by supervisors and may be staggered to ensure coverage of work. Employees who are scheduled to work 6 consecutive hours or more are permitted to take one unpaid 30 minute meal break. Hours submitted for work should be reported on the $\frac{1}{4}$ hour, rounding up. For example, if an employee is scheduled to work at 8:00am and arrives at 8:05am, the employee's start time is 8:15am. If an employee is scheduled to work until 5:00pm but works until 5:08pm, the employee's end time is 5:15pm.

III. Leave and Absence Requests

Employees who accrue paid leave may take their leave as needed. However, planned absences (e.g. vacation) must be pre approved by an employee's supervisor and absence request(s) must be submitted prior to their planned leave. Unplanned leave must be reported at least 30 minutes prior to the beginning of an employee's shift, but if advanced notice can be provided sooner, the employee is asked to do so. Absence requests for unplanned leave must be submitted within one week of returning to work to the Office of Human Resources. All accrued leave may be taken in 15 minute increments and should be reported on the $\frac{1}{4}$ hour, rounding up. For example, if an employee is scheduled to leave work at 5:00pm, but is not feeling well and leaves at 4:40pm, the employee's sick leave for that day is 15 minutes (rounding their departure time up to 4:45pm).