

TIME CARDS AND RECORDING OF HOURS WORKED**SECTION 3.03****Effective Date: October 15, 2015****Approved By: Executive Director *GBR*****PROCEDURE:**

- A. Vacation: This column, located on the back of the time card, should indicate any vacation taken.
- B. Sick Leave: Sick leave taken should be indicated in this column (located on the back of the time card). Both exempt and nonexempt employees must show sick leave used on the time card.
- C. Nonexempt: Hours worked for the pay period plus the total of all other forms of leave should equal "80" for a full work period.
- D. Exempt: The FLSA (Fair Labor Standards Act) requires that exempt employees working partial days must be paid for the entire day. This situation bears no relationship to our sick leave policy. Exempt employees who leave work during the day because of illness or other approved sick leave must indicate on their time cards that sick leave is being taken for whatever part of the eight (8) hour day that is not being worked. However, on a pay period basis, if the hours worked plus the total leave taken exceeds "80" then the sick leave usage may be adjusted down until the total equals "80." Remember that even if all accrued sick leaves were used during a pay period, this would not affect payment for a partial day worked.
- E. Personal Leave: This column, located on the back of the time card, should indicate any personal leave utilized and such approval will be verified by the supervisor's signature on the time card.
- F. Coding of Time Cards: Each employee will be responsible for recording, on the back of the time cards, all hours worked under the appropriate program code. Supervisors will be responsible for providing employees with these codes and for verifying the accuracy of time recorded under each code.
- G. Employer intends to comply with other wage and hour laws and regulations.