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Governor



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PERSONNEL

ADVAP 2-3

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Time & Leave

1. **GENERAL:** The following time, leave and holiday procedures will assist each person in properly documenting all required work hour transactions and ensure consistent Department-wide reporting.
2. **SCOPE:** Agency Administrators are responsible for establishing and maintaining adequate time and leave records while keeping employees informed of State and internal policies and procedures. Leave accounting records are subject to Legislative and internal audit, which makes strict compliance with existing laws necessary.
3. **PROCEDURES:**
 - a. **Weekly Time Sheet**
 - 1) **Non Exempt Employees will:**
 - a) Maintain their individual forms in a complete and accurate manner, and forward to their Supervisor or immediate superior each Wednesday by 10:00 a.m.
 - b) Document hours worked, holidays and leave taken so as to equal at least forty (40) hours, or the regularly scheduled number of hours per week.
 - c) For facilities with time clocks, please see procedures contained in ADVAP 2-3, ATCH 12. These employees will not fill out weekly time sheets. At this time, this only affects the Veterans homes.

- 2) Supervisors will:
 - a) Check individual employee forms for adequacy and accuracy, resolving any discrepancies with the employee.
 - b) Sign approval block when form is correct.
 - c) Forward forms to the Human Resources by noon each Wednesday.
- 3) Human Resources will:
 - a) Attach any leave or other applicable forms to their corresponding time sheets.
 - b) Verify adequacy and accuracy of each individual form set and return any forms lacking proper attachments or approval to Supervisors.
 - c) For facilities with time clocks, the Human Resources will run the needed reports to confirm clocked times. The Human Resources will contact supervisors for any compensatory earned forms that were not properly submitted at shift end.
- 4) General:
 - a) See ADVA Form, Weekly Time Sheet.
 - b) Forms requiring corrections will be expeditiously resubmitted to Human Resources.
 - c) Leave records are personnel records and since they are accessible to the employee, leave records must be filed by employee name for reference purposes.

b. Employee Request for Leave Form

- 1) Employees will:
 - a) Submit a completed Employee Request for Leave form to their immediate Supervisor for each authorized absence.
 - b) Submit a separate form for each period of leave requested.
 - c) Submit separate forms when a request involves hours in more than one (1) pay period, one (1) for each involved pay period.
 - d) Submit requests for annual leave five (5) days in advance.

- e) Submit requests for sick leave in advance for medical, dental, or optical treatment, and as soon as possible and no later than two (2) days after return to work for illness or injury.
- 2) Supervisor will:
- a) Approve, by signature, all leave requests.
 - 1. Except for emergency situations, manning of affected work center will be the guiding principle, with a view to honoring the employee's request whenever possible.
 - b) Forward approved leave forms and Doctor's certification when required as attachments to ADVA Form 18 Bi-weekly Time Sheet to the Human Resources Specialist.
 - c) For facilities with time clocks, the supervisors will submit all leave and comp earned forms at shift end. For weekend shifts, all forms are to be submitted by 9am Monday (or put in the human resources mail box over the weekend).
- 3) General:
- a) See form Employee Request for Leave.
 - b) Leave must be taken in fifteen (15) minute increments.
 - c) Sick leave cannot be used in addition to or in place of annual leave. If employees are suspected of misusing sick leave and a pattern can be established, the Agency may require verification of illness from a Physician. The Physician's statement will verify the nature of the illness/appointment, and the period of illness, and will be signed by the Physician. Patterns can be, but are not limited to, taking sick leave one (1) or two (2) times a month; leaving a marginal balance; taking sick leave on a consistent basis; using sick leave before and/or after holidays, weekends or scheduled days off; or using sick leave routinely, regardless of previously established balances.c. Leave Without Pay Request
- 4) Employee will:
- a) If period will equal or exceed one (1) pay period and all other accrued leave has been used, submit a completed ADVA Form Leave Request Form to their immediate Supervisor. Supervisor will process through proper division manager to ADVA Assistant Director, then to ADVA Human Resources Specialist for entry in AASIS.

- b) Leave Without Pay will be submitted on Employee Request for Leave Request Form.
 - 1 Leave Without Pay can only be approved by the ADVA Director or the ADVA Assistant Director.
 - 2 If approved, Supervisor will so indicate and forward to Human Resources Specialist.
 - 3 If disapproved, Supervisor will sign, cross through “approved,” insert “disapproved” and return leave request to the employee.
- c) Every ADVA employee requesting to use LWOP must provide a written justification. This justification must be approved by each supervisor in the employee’s chain of command. Final approval will be given by the ADVA Assistant Director or Chief Fiscal Officer. If an ADVA employee is abusing LWOP, it could result in progressive disciplinary action, up to and including termination.

c. Leave Record Form

- 1) The Human Resources Specialist will:
 - a) Post time sheets and leave request information in AASIS.
 - b) Post information for each pay period at the end of each pay period.
 - c) Sign all time sheets.

4. EMPLOYEE NOTIFICATION:

- a. The Human Resources Specialist will:
 - 1) Provide employee information and guidelines to access Employee Self Service access, EASE.
- b. Each Employee will:
 - 1) Review their remuneration sheet and resolve any perceived discrepancies with Human Resources in a timely manner. This will ensure that leave records are correct and the employee is satisfied, and understands the leave accrual, as well as precluding an employee from requesting more time than is available.

5. LEAVE AUDITING:

- a. The designated division administrative staff will:

- 1) Forward an employee's final Bi-weekly Time Sheet immediately to the ADVA Personnel Office when the employee has terminated or transferred to another state agency.
 - 2) If a discrepancy is reported to AVH staff by an employee, AVH staff will contact ADVA Personnel Officer for instructions and authorization to perform corrections.
- b. Human Resources ADVA, will:
- 1) At the end of each pay week, post the Time Sheets and Leave Records for that pay period and post the time entry in AASIS.
 - 2) Check Time entry in AASIS from the Home for accuracy, and post to AASIS.
- c. All Supervisors will:
- 1) Be alert to the misuse of sick leave, and:
 - a) Review leave records to determine whether there is a pattern of abuse before taking action. Patterns can be, but are not limited to, those enumerated in paragraph 6. b. 3) c) of this procedure.
 - b) Verify the pattern of illness and discuss it with the ADVA Assistant Director or Veterans Home Administrator, as appropriate. If it is agreed that the documentation substantiates suspected abuse, send documentation to the Personnel Division for review.
 - c) Inform the employee that a Physician's statement will be required in the future for non-obvious illnesses (obvious may include hospitalization, broken bones, severe burns, etc.)
 - d) Follow the infraction steps for "misuse of sick leave" if the pattern continues and a Physician's statement is not provided.

By:

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