

Buffalo & Erie County Public Library

PERSONNEL POLICIES AND PROCEDURES MANUAL

SUBJECT: Recording and Reporting Time

CHAPTER: V

SECTION: 1

EFFECTIVE DATE: 1/1/15

I. STATEMENT OF POLICY

Employees must accurately record their attendance at work by completing their designated electronic timesheet. Employees must record their time when arriving to work at the beginning of the workday, when leaving for and returning from meal periods, and when leaving work at the end of the workday.

II. GUIDELINES

A. Reporting Absence

1. Employees must request leave using the Request for Leave form (PO-19) and attach completed form(s) to the printed version of their electronic time sheet.
2. Any day that an employee must be absent from his/her scheduled shift, he/she must report the impending absence to his/her department head or specific designee prior to the start of the scheduled

shift. The specific amount of advance notice required is governed by the respective bargaining agreements, where applicable.

3. Advance notice is essential in order to ensure that necessary shift coverage can be maintained and that work can be re-scheduled to prevent missed deadlines or other possibly serious consequences of the absence.
4. Employees not covered by a collective bargaining agreement must report absence no less than thirty (30) minutes prior to the start of their shift.

B. Abuse of Attendance Rules

Abuses of time and attendance rules are grounds for disciplinary action, and any falsification of time records, including the recording of time for someone other than oneself, will be considered a serious offense and grounds for immediate termination.