I. EMPLOYEE TIME KEEPING

All employees are responsible for accurate reporting of time worked. This time should be reported in SAP to ensure accuracy of time.

Falsifying time is defined as intentionally reporting hours worked that were not worked by the employee. Falsification can also be reported as intentionally misclassifying hours worked for the gain of the employee.

II. REQUESTING TIME OFF – VACATION TIME

All employees are expected to request time off for vacation time one week in advance. All exceptions must be granted by employer. Vacation time is used for time off work that is for the purpose of accomplishing personal tasks or taking a vacation. For Spring Break hours, employees are expected to use vacation time provided they have not accrued additional work time hours in advance.

The supervisor will grant or deny time off according to the needs of the department. An employee may be denied time off during peak times of the Center. The time off must be mutually agreed upon by supervisor and employee.

III. SICK TIME

If an employee is sick, they are expected to call in or send an email stating that they are sick. Although an employee may use text in an emergency situation, this must be followed up to supervisor in writing or by phone call.

An employee may also use sick time for a Doctor’s appointment. For routine scheduled Dr.’s appointment, the employee is expected to give a minimum of 72 hours in advance notice. Although

For excessive absences and use of sick time, an employee may be expected to provide a Doctor’s note to supervisor for absence. Sick days should not be used for personal reasons for any reason.