

Time and Attendance Basics

Personnel Cabinet

"Serving the People Who Serve the People"



Welcome to

Time and Attendance Basics

- ❖ This presentation covers the basic guidelines for time and attendance, including: hours of work, use of leave, reporting hours of work and the relevant personnel regulations.
- ❖ Additional information may be found in Information for State Employees on the Personnel Cabinet Website.
- ❖ Please direct any additional question you have to your supervisor or to your Human Resource Administrator.



Basics

Employee Responsibilities:

- ❖ Report to work and adhere to allotted times for breaks and lunch.
- ❖ Request and confirm receipt of approval for leave in advance.
- ❖ Notify the supervisor in advance of, and the reason for, an unscheduled absence/tardiness.
- ❖ Realize that unauthorized absences are grounds for the supervisor to deny the use of paid leave and to take corrective action.



Basics

Supervisor Responsibilities:

- ❖ Ensure that employees are provided clear notice of office time and attendance procedures including leave request and call-in requirements.
- ❖ Be consistent.
- ❖ Follow the same guidelines as you expect of your employees.



Regular Hours of Work & Flex Schedules

- ❖ “Regular Hours of Work” are defined as 8:00 AM to 4:30 PM, Monday through Friday. ([101 KAR 2:095](#))
- ❖ The administrative regulations authorize agencies to implement flex schedules to benefit their employees and to better meet the needs of their clients. (See: [101 KAR 2:095](#).)



Regular Hours of Work & Flex Schedules

- ❖ An employee is required to abide by the set work schedule, unless approved to do otherwise, in advance, by the supervisor.
- ❖ The supervisor may alter the schedule to meet a business need, including to require the employee to work different hours and/or days and overtime.



Meal Periods



The length of the meal period, usually a lunch break in state government, is set by the supervisor and is at least 30 minutes long.



Meal Periods



The meal period should be scheduled between 3 and 5 hours of the time the employee arrives at work.

- ❖ A meal period may be waived or scheduled outside the 3 to 5 hour window by mutual agreement of the supervisor and employee.
- ❖ The meal period should not be scheduled at the end of the day to enable the employee to leave early as part of the regular schedule.



Meal Periods



The meal period is unpaid as long as the employee does not perform work during the meal period.

- ❖ If the employee must work through the meal period to meet a deadline, or due to an emergency, it must be with the supervisor's approval and the employee must be compensated for the time worked; or the schedule may be adjusted.



Rest Breaks



An employer is required to provide a minimum 10 minute rest break for each four hours of work.

The State exceeds this requirement by permitting employees to take two 15 minute breaks; one mid-morning & one mid-afternoon.

Rest breaks are paid. An employee who chooses not to take a break does not receive additional compensation for voluntarily working through the break.



Annual, Compensatory, Sick Leave

An employee is required to request, and receive approval, in advance for all leave with the exception of emergency sick leave.

- ❖ The employee must provide notice to the supervisor within the guidelines established for his/her workstation for any unscheduled absence, including unexpected illness.
- ❖ An employee who does not request leave properly, or provide proper notice of an unscheduled absence may be denied the use of paid leave and the absence may be charged to unauthorized leave without pay.

A supervisor, with good cause, may require an employee to provide medical certification to receive approved sick leave.



Authorized Leave Without Pay

Regulations authorize leave without pay under these provisions:

- ❖ Sick Leave in [101 KAR 2:102](#) Section 2
- ❖ Military Leave in [101 KAR 2:102](#) Section 6
- ❖ Educational Leave and other Special Leave of tangible benefit to the state with approval of the Personnel Cabinet in [101 KAR 2:102](#) Section 8

There is **no** provision for leave without pay for personal use or vacations.



Unauthorized Leave

Unauthorized leave is an absence for which the employee does not have prior approval or does not provide proper notice.

([101 KAR 2:102](#) Section 9)

- ❖ Tardiness, i.e., late arrival to the workstation
- ❖ Excessive time for breaks
- ❖ Late return from lunch or meal period
- ❖ Failure to report for all or part of a scheduled work day.
- ❖ Failure to provide medical certification to verify the need for unscheduled sick leave, after being notified of the requirement to do so.



Unauthorized Leave

Unauthorized leave is grounds for denial of use of paid leave and corrective or disciplinary action.

An employee who has an unauthorized absence in excess of 10 days may be treated as having resigned from employment or as having abandoned his or her position.



Employee Time Reporting



Time sheet must accurately reflect hours worked and leave used.

No “Black Booking” of time

- ❖ It is illegal to keep a separate accounting or “book” of hours worked to avoid reporting overtime.



Employee Time Reporting



The employee's and supervisor's signature on the time sheet certify that the time is represented accurately.

- ❖ Falsification of records relating to time is a violation of state law ([KRS 18A.145](#))



Compensatory Time & Overtime



Compensatory time is paid for all hours worked in excess of regularly scheduled hours.

- ❖ Must be approved by the supervisor in advance.
- ❖ Must be documented on the timesheet the day the time is worked.
- ❖ An employee who is “non-exempt,” i.e., entitled to overtime, will earn pay, or compensatory leave, at 1 1/2 times the hours worked over 40 in a work week.



Compensatory Time & Overtime

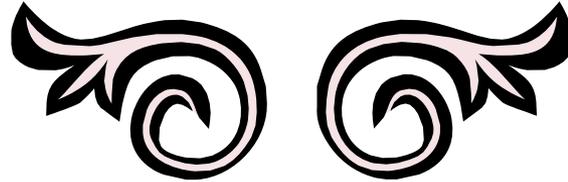


The supervisor may adjust an employee's schedule ***within the same workweek*** to avoid the accrual of overtime.

- ❖ Example: an employee who stays 2 hours late to meet a deadline on Wednesday, may be directed to come in 2 hours late or leave 2 hours early on Friday, to keep the hours worked below 40.



Questions ?



Talk with your supervisor about questions you have about time and attendance procedures specific to your workstation.

Additional information may be found in the [Employee Handbook](#).

Kentucky Administrative Regulations relating to Personnel may be found at:

<http://lrc.ky.gov/kar/TITLE101.HTM>

