

Time and Leave

Policy

Employees are required to record any hours worked or taken that are an exception to their standard weekly work schedule.

Management must ensure employees are reporting time accurately and they have received proper approvals to deviate from their regular schedule.

Employees that don't comply with this policy are subject to disciplinary action, up to and including termination of employment.

Employees and their management are responsible for ensuring that time is earned or taken in increments of 15 minutes only.