



DEPARTMENT OF THE NAVY

NAVAL TRAINING CENTER
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NTCGLAKESINST 12610.2G
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NTC GREAT LAKES INSTRUCTION 12610.2G

From: Commander, Naval Training Center, Great Lakes

Subj: CIVILIAN TIMEKEEPING PROCEDURES - RECORDING AND
REPORTING ATTENDANCE AND LEAVE OF CIVILIAN EMPLOYEES

Ref: (a) NETPMSAINST 7400.2A
(b) 5 CFR SEC 610.111
(c) SECNAVINST 7000.11C
(d) NAVCOMPTMAN, VOL. III, Paragraph 033002
(e) 5 U.S.C. Sec. 6122

Encl: (1) NTC Hours of Duty and Timekeeping Procedures

1. Purpose. To establish policies and procedures for the weekly and daily scheduling of work and documentation of work hours, for appropriated fund civilian employees of the Naval Training Center (NTC) and its component commands.

2. Cancellation. NTCGLAKESINST 12610.2F. This instruction has been revised and should be read in its entirety.

3. Background. Reference (a) provides current operating procedures for completion, correction, and submission of timecards to provide for effective payroll control and to ensure accurate timekeeping reporting.

4. Definitions

a. Regular Overtime Work. Overtime work that is a part of an employee's regularly scheduled administrative workweek.

b. Irregular or Occasional Overtime Work. Overtime work that is not part of an employee's regularly scheduled administrative workweek. For example, if a problem comes up on Monday, which will require the performance of overtime on Friday, the overtime is "irregular or occasional."

c. Regularly Scheduled Work. Work (including overtime) that is scheduled in advance of an administrative workweek. Regularly scheduled work also includes work, which should have been scheduled as a part of an employee's regularly scheduled

administrative workweek. In the case of overtime, this means that the need for overtime was recognized prior to the beginning of the administrative workweek. For example, if overtime is requested on a Friday for work to take place the following Monday, the overtime is regularly scheduled. It is not irregular or occasional, even if the employee rarely works overtime.

d. Clock Station. A designated command-approved location where an employee's attendance is recorded. A clock station may be a "time clock" a sign-in/sign-out sheet or a timekeeper records.

e. Non-Exempt Employee. An employee covered by the provisions of the Fair Labor Standards Act (FLSA). Most non-supervisory General Schedule (GS) and Federal Wage System (FWS) employees in one-grade interval series are in this category. Whether an employee is exempt or non-exempt from the FLSA is determined by block 35 on the employee's SF-50.

f. Exempt Employee. Employees not subject to the provisions of FLSA. Almost all supervisory employees and professional and administrative personnel in two-grade interval series at GS-9 and above are in the category.

g. Timekeeper. The Time and Attendance Clerk who maintains attendance records and prepares the timecards for approval by the appropriate supervisor.

h. Administrative Workweek. Seven (7) consecutive days from Sunday through Saturday.

5. Hours of Work

a. In accordance with reference (b), the basic workweek for GS and FWS employees, except for firefighter personnel, is fixed at 40 hours and will not be scheduled over more than six of the seven days of the administrative workweek. Normally, the basic 40-hour workweek will be scheduled on five days, Monday through Friday, and the two days outside the basic workweek will be consecutive. No banking of hours is permitted. Additional instructions on established hours in the workday are contained in enclosure (1) for NTC personnel.

b. The following guidelines apply in establishing tours of duty, except in situations where the Commander, NTC (CNTC) or a Commanding Officer of a component command determines the

activity would be seriously handicapped in carrying out its mission, or that costs would be substantially increased:

(1) Work schedules will be maintained as stable as practicable. The employee and appropriate supervisor shall establish them, in writing. The normal length of the lunch period shall also be specified; e.g., 30 minutes, 45 minutes, one hour, etc.

(2) As required by reference (c), overtime and/or compensatory work shall be limited to cases of necessity such as emergencies and to individual incidents where savings can be clearly demonstrated. Refer to paragraph 9 for further overtime and compensatory work guidance.

(3) Employees shall be advised in writing at least three days in advance of changes in their expected work schedule unless outlined differently in the employees' collective bargaining agreement (CBA). The work schedule shall show the workdays and shift hours for a 40-hour basic workweek, lunch periods, the workdays and clock hours for scheduled overtime work, and the non-workdays of the administrative workweek.

c. In accordance with the guidance contained in reference (b), Commanding officers of component commands are delegated authority to establish flexible schedules. Whether or not flexible schedules are implemented, supervisors retain the authority to control an individual employee's work schedule when necessary to meet mission requirements.

d. When an activity changes to and from daylight savings time, the hour lost to the employee on the 8-hour shift on which the daylight savings time occurs will be covered by a charge of 1 hour against his/her annual leave. The employee on whose shift the change from daylight savings time to standard time is made will be paid overtime for the extra hour worked.

6. Recording Time and Attendance

a. In accordance with reference (d), a record of time in pay and non-pay status shall be maintained daily for each employee. In component commands, the appropriate fiscal officer and each department head shall mutually agree upon the number and location of clock stations with approval of the Commanding officer. Records shall be maintained daily by one of the following time and attendance accounting methods:

(1) Time and attendance recording by designated timekeepers who are personally aware of the comings and goings of each employee, who maintain all time and attendance records, and who take no part in preparing the payroll or distributing the paychecks; or,

(2) Electro-mechanical devices; e.g., time clocks; or,

(3) Sign-in/sign-out sheets [using NTC-GL 12610/Rev10-90] showing times of arrival and departure. If this method is used, it must be seriatim recording, whereby employees sign their name and record their time of departure in the same manner. Sign-in/sign-out sheets with employees' names preprinted on the sheet or which otherwise do not use seriatim recording of time and attendance, are not allowed. Seriatim recording shall be used for all NTC personnel unless a mechanical time clock or an electronic scanner is already at the work site. See enclosure (1) for further instructions.

b. When employees all begin work and complete their work at the same time, utilization of the first method listed above is permitted. However, when starting times in a work unit vary, timekeepers cannot note the coming and going of all personnel. Accordingly, this method is not permitted. Either time clocks or seriatim recording of attendance must then be utilized.

c. In all cases, adequate surveillance shall be maintained to ensure proper and accurate time accounting and reporting to the payroll office in accordance with reference (a).

d. In addition to the requirements of reference (a), internal control procedures require a periodic review of leave availability reports by supervisors to verify and control regular pay, overtime pay, compensatory time, and leave accrual and usage. This internal control review shall be done in sufficient depth to satisfy the supervisors that the payroll properly reflects pay and leave records. Fiscal personnel and/or Command Head Timekeeper shall make periodic unannounced observations of individual clock stations. When it is not practical for these personnel to make these observations, as may be the case for outlying activities, arrangements shall be made for assuring third party personnel make these observations. These procedures shall be subject to review by Command Evaluation (CE).

7. Timekeepers. A sufficient number of primary and alternate timekeepers shall be appointed, in writing, by the Deputy

Commander and/or Department Heads and component Commanding Officer, to ensure timely and accurate reporting and adequate coverage of established clock stations. A "Head Timekeeper" is to be appointed for each command. In carrying out their duties, timekeepers are accountable directly to the CNTC or the appropriate component Commanding Officer. Timekeepers must become familiar with the provisions of this instruction and all its references. A copy of this instruction, and references (a) and (c) and (e) must be readily accessible.

8. Completion of and Correcting Timecards. Reference (a) provides operating procedures for completion, correction, and submission of timecards. As necessary timekeepers shall seek guidance from the NTC Command Head Timekeeper appointed for each component command to properly complete and submit timecards.

9. Overtime and Compensatory Time

a. As required by reference (c), overtime or compensatory time shall be strictly limited to emergencies or incidences where savings can be clearly demonstrated.

b. The approval of overtime or compensatory time is vested in the NTC Deputy Commander and Commanding Officers for component commands. The Deputy Commander and component Commanding Officers may delegate authority, in writing, to a lower level as long as it is one level above the organizational level requesting the overtime or compensatory time.

c. Authorization of overtime or compensatory time shall be in writing in advance of the performance of the work, except when exigencies prevent prior approval. In these situations, written approval shall be accomplished no later than the first normal working day after the work. A NAVCOMPT 2282 shall be used to authorize overtime or compensatory time.

d. Supervisors shall carefully monitor the time worked by non-exempt employees to ensure that "suffering or permitting" overtime work does not incur an overtime obligation. In other words, for non-exempt employees, overtime need not be "officially ordered or approved" to create entitlement to overtime pay. Therefore, supervisors are responsible for ensuring that overtime work is performed by employees only when required, and must ensure that overtime work is not performed when it is not needed and when they do not want it performed. Management cannot accept the benefits of a non-exempt employee's work without compensating the employee for that work.

e. As required by reference (c), FLSA-exempt GS or GM employees whose pay is in excess of the maximum rate for GS-10 shall be required to accept compensatory time in lieu of receiving overtime pay for irregular or occasional overtime. Exceptions require the specific approval of the Deputy Commander or appropriate Commanding Officer.

f. All other GS employees may either elect to be paid overtime or may request compensatory time for overtime work. Thus, employees whose pay is at the maximum rate for Gs-10 or lower (includes GS-11 through step 6) may request compensatory time in lieu of overtime, but cannot be required to do so. Such request shall be annotated on the NAVCOMPT Form 2282 and include the employee's signature.

g. Defense Civilian Pay System (DCPS) will age comp time hours earned by pay period, and if not used with 26 pay periods, payment as overtime will be automatic.

h. Call Back Overtime. An employee who is required to return to the work site to work extra hours after completing a tour of duty shall be considered to have worked "call back overtime". Employees who are called back must receive a minimum of 2 hours of overtime pay, even if they are sent home without working that amount of time. When call back exceeds 2 hours, the employee will be paid for the actual amount of overtime worked. Call back pay rights extend to overtime work performed after hours and on an employee's scheduled day off. If the call back occurs during regularly scheduled, non-overtime work on a holiday, employees must be paid 2 hours of holiday premium pay instead of overtime. However, if a full-time employee is called back on a holiday outside the normal tour of duty, either before or after, the employee is entitled to receive a minimum of 2 hours of overtime pay. A call back before the regular start of work must be clearly distinguished from a call to begin work at an earlier hour than scheduled.

i. Credit Hours may be earned and taken within the pay period provided they are earned before they are taken. No more than 24 hours may be carried over to another pay period. Credit hours may never be converted to overtime. Credit hours are any hours within a flexible work schedule which are in excess of an employee's basic work requirement and which the employee elects to work so as to vary the length of a work week or work day. Both earning and use of credit hours are subject to supervisor's

discretion and are not legally available to employees on compressed work schedules.

j. Travel as Hours of Work. Rules governing when an employee is paid while traveling are complicated, and each case must be determined separately. The Human Resource Office and Comptroller Department are available to help with interpretation. The following is a summary of the rules:

(1) When an employee travels who is not covered by the Fair Labor Standards Act, i.e., is exempt for the Act, the employee is paid for the hours if one of the following conditions apply:

(a) The employee travels during normal duty hours, including regularly scheduled overtime.

(b) The employee works while traveling. Driving a vehicle to the duty site is not considered working.

(c) The employee must travel in order to work while traveling, e.g., travel to another city to pick up a prisoner and escort the prisoner to another city.

(d) The travel cannot be administratively controlled by the Executive Branch, e.g., Sunday travel to attend a judicial, congressional, or non-governmental conference.

(e) The travel is under arduous conditions, which extends the travel time, e.g., a snowstorm.

(2) When an employee travels who is covered by the Fair Labor Standards Act, i.e., non-exempt, the employee is paid for the hours if any of the above apply, and in addition if any of the following apply:

(a) The employee is driving a vehicle to and/or from the TAD site.

(b) The employee is on a one-day assignment away from the duty station.

(c) The employee travels on an overnight assignment on non-workdays during corresponding duty hours. For example, if the employee works 0730-1600 Monday-Friday, travel between 0730-1600 on Sunday is payable as hours of work.

(d) If the employee chooses to use an alternate mode of travel, or to travel at another time than offered or selected by the Command, hours of work will be the lesser of either the actual hours of travel, or the estimated hours of travel using the Command-authorized mode of travel.

(e) The travel time to and from a temporary duty location exceeds the travel time to and from the employee's permanent duty station, but the employee returns home each night.

(3) Whether an employee is exempt or non-exempt from the FLSA, and, therefore, whether only paragraph J.1. or paragraphs J.1. and J.2. apply, is determined by Block 35 on the employee's SF-50.

(4) Whether the employee is paid straight time or overtime is determined by whether the hours of work exceed the employee's scheduled hours for the week, i.e., either 40 or 45 if under a 5-4-9 AWS schedule.

10. Holiday Work.

a. Employees who work on a holiday during hours that correspond to their normal tour of duty are entitled to receive holiday premium pay equal to their rate of basic pay. If employees work in excess of 8 hours on the holiday, or if full-time employees work during hours that do not correspond with their normal tour, they are entitled to receive their regular overtime rate of pay for hours worked in excess of 8 in a day or 40 in a week.

b. An employee will not receive pay for a holiday when in an AWOL or LWOP status both before and after the holiday.

11. Sunday Premium. An employee whose regular work schedule includes Sunday is entitled to additional pay at the rate of 25% of the employee's hourly rate of basic pay for each hour of work performed. Sunday premium is not payable when an employee is part-time, intermittent, working overtime, or on leave.

12. Night Shift Differential.

a. Night shift means regularly scheduled non-overtime work when a majority of the hours of such work occur between 1500 and 2400 (second shift), or between 2300 and 0800 (third shift).

(1) A wage grade employee is entitled to a night shift differential rate of 7.5% for work scheduled on a second shift, and 10% for work scheduled on the third shift.

(2) For wage grade employees, night differential is included in basic pay rates for purposes of computing overtime pay, Sunday pay, holiday pay, severance pay, and amounts of deductions for retirement and group life insurance.

(3) A wage grade employee regularly assigned to a day shift is entitled to a night shift differential for any period during which the employee is temporarily assigned to work a regular shift for which a night shift differential is otherwise payable.

(4) A wage grade employee regularly assigned to a night shift shall continue to receive regular night shift differential during a temporary assignment to the day shift or to another night shift with a lower differential. Night shift differential will continue even when temporarily assigned to a day shift for training.

b. For GS employees, night differentials are paid in addition to overtime, Sunday, or holiday pay, but these differentials are not included in the rate of base pay used to compute these premium payments.

c. A GS employee is entitled to night pay differential for a period of paid leave only when the total amount of leave in a pay period, including both day and night hours, is less than eight hours.

d. A GS employee regularly assigned to a third shift and temporarily assigned to a second shift would be entitled to a differential of only 7.5%. If an employee regularly assigned to the second or third shift is temporarily assigned to the day shift, the employee is not entitled to any night differential.

13. Approving Absences

a. All employees shall be required to submit an Application for Leave (SF 71) when requesting approval of leave. This includes annual, compensatory, sick, court, leave-without-pay, and military and administrative leave granted by appropriate authority as discussed in paragraphs 14 and 15 below. This is a requirement of the internal control function to establish a documented audit trail. Procedures for requesting leave,

minimum periods of annual and sick leave, documentation requirements for extended sick leave, and requirements for advancing leave shall be in writing and prepared in accordance with reference (a) and negotiated agreements with unions, where applicable. Enclosure (1) and collective bargaining agreements cover these procedures for NTC personnel.

b. Procedures set forth in reference (a) govern the documentation of leave on timecards.

14. Administrative Dismissals. Authority to close an activity or dismiss employees without charge to annual leave due to events beyond the control of management, such as extreme weather conditions, is retained by respective Commanding Officers.

15. Administrative Discretion

a. There are numerous instances when employees are absent from their normal productive assignments while performing acts or services officially sanctioned by Commands. In performing these acts or services, employees remain under management control/jurisdiction and are thus considered in a duty status. Examples of such absences include merit placement interviews at the employing activity, and using Human Resources Office (HRO) services. Supervisors are authorized to make individual determinations that the act or service is job-related and not chargeable to leave, and to place reasonable limits on the length of such absences from normal assignments.

b. Limitations for employees on other common situations, where excused absences are granted by the appropriate supervisor, are listed below:

(1) Blood Donations. Maximum excusable period is four hours.

(2) Tardiness and Brief Absences. Excused tardiness at the beginning of the workday and brief absences during the workday are limited to periods of less than one hour. Habitual tardiness shall not be excused but shall be charged to appropriate leave, or Absence Without Leave (AWOL). The brief absence authorization shall not be used to regularly permit an employee to leave work early, e.g., excusing employees for 59 minutes every payday.

(3) Absence for Relocation Purposes. An employee may be excused to make personal arrangements directly related to a permanent change of station.

(4) Excusal After Prolonged Overtime or Travel. When an employee is required to be in a duty and/or travel status for more than 16 hours, an excusable period of up to four hours of administrative leave may be granted.

c. In other situations where the CNTC or component Commanding Officers make a determination that the absence would benefit a bona fide Navy function, brief periods may be excused. Examples include:

- (1) Recruit Review Luncheon;
- (2) Combined Federal Campaign activities;
- (3) Equal Employment Opportunity Special/Ethnic Functions;
- (4) Annual Navy Prayer Breakfast;
- (5) Federal Executive Board Recognition Luncheons and Functions;
- (6) Military or civilian farewell/retirement luncheons or ceremonies;
- (7) Health Benefits and Wellness Fairs sponsored by the HRO Pensacola, Great Lakes Service Center; and,
- (8) Activity picnics or other officially sponsored events.

16. Timecard Certification Authorization. DD form 577 shall be used to designate personnel authorized to certify timecards. The Deputy Commander signs these authorizations for NTC Command personnel, and Commanding Officers or Executive Officers of component commands sign these forms for their respective commands. The DD Form 577 shall be sent to the Comptroller Department, Code 004, Great Lakes, and a copy retained by the appropriate timekeeper.

17. Retention of Records. Reports prepared by timekeepers, sign-in/sign-out sheets, leave slips (SF-71), copies of submitted timecards and the assigned timekeeper or designee

shall retain leave availability reports for each clock station. The appropriate fiscal office shall retain Overtime/Compensatory Time Request and Authorization (NAVCOMPT 2282) until the General Accounting Office has performed an audit, or for three years, whichever is sooner. All documents shall be made available for auditing and internal review purposes.

18. Supervisory Responsibilities. Supervisors assigned responsibilities to certify timecards shall ensure that:

a. All personnel responsible for preparation or certification of time and attendance are familiar with this instruction and comply with the provisions of references (a) through (e).

b. Sufficient timekeepers have been appointed per paragraph 7 above to provide for proper recording of time and attendance.

c. Adequate surveillance is maintained to ensure proper and accurate time accounting.

d. The Bi-weekly Leave Availability Report for Management when received, is verified to control regular pay, overtime, compensatory time, and leave accrual and usage. The Leave Availability Report for Management shall be accessible to supervisors for review by the appropriate fiscal office.

e. All employees are thoroughly familiar with sign-in/sign-out procedures and other pertinent requirements of time and attendance procedures.

19. Policy

a. Commanding Officers of component commands shall establish internal policies and procedures as necessary to comply with the provisions of this instruction. As required, consultations/negotiations with exclusively recognized unions must be accomplished. Policies and procedures applicable to NTC are contained in enclosure (1), and may be used by component commands in developing their own procedures.

b. The NTC Comptroller (004) is responsible for assisting Commanding Officers of component commands in developing internal procedures to comply with the requirements of this instruction.

c. The Manager, HRO Philadelphia, Great Lakes Service Center, is responsible for the review of proposed policies and

procedures for compliance with applicable laws, regulations, Department of the Navy policies, and provisions of negotiated agreements regarding hours of duty and leave administration.

d. The NTC Command Evaluation (CEV) is responsible for a triennial review of time and attendance to ensure compliance with controlling laws, regulations, policies, procedures, and good management practice.

20. Forms. Employee Daily Sign-In and Sign-Out Sheet (NTC-GL 12610 (Rev 10-90)) is available from the Administrative Division (ADM2) for NTC Command offices. Component commands electing to use this form may obtain it through the Forms Print on Demand System (FPODS) by submission of a DD form 282 (DOD Printing Requisition/Order) to the Defense Printing Service Detachment Office, Great Lakes. All other forms may be obtained through normal supply channels.


D. R. O'BRIEN
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Distribution:
NTCGLAKESINST 5216.5M
Lists I and II

NAVAL TRAINING CENTER

HOURS OF DUTY AND TIMEKEEPING POLICIES AND PROCEDURES

1. Application. The policies and procedures contained herein for scheduling and documentation of work apply to employees of NTC, Great Lakes.

2. Hours of Work

a. Basic Schedules

(1) Flexible Schedule. Employees shall follow a daily flexible schedule, which includes two core time periods and three flexible time periods. The following schedule applies:

0630 - 0900	Flexible Time Period
0900 - 1100	Core Time
1100 - 1330	Flexible Time Period (30 minute minimum lunch break period)
1330 - 1500	Core Time
1500 - 1730	Flexible Time Period

Supervisors may vary these schedules if the mission requires.

(2) Compressed. A program intended solely to authorize flexible arrival and departure times (arrive no earlier than 0630 and depart no later than 1730) in the 5-4/9 Plan, reference (e). Employee may work 9-hour days during 8 days of the bi-weekly pay period and an 8-hour day on the 9th day to complete 80 hours for the pay period. The 10th day is an off day. Individual Commanding Officers or their designees retain the right to approve/disapprove any request from an employee to work a compressed schedule based on mission requirements.

b. Program Requirements

(1) Flexible time periods include time designated as part of the work schedule within which an employee shall, in conjunction with the supervisor, choose a time to begin work and depart from the office. Official starting time shall be in quarter hours; e.g., 0700, 0730, 0745 so that departure times are also relatively stable. Arrival time shall normally be not more than 10 minutes prior to official starting time. (Note:

Non-exempt employees are not permitted to sign in prior to 10 minutes before official starting time - accordingly, sign out time must be within 10 minutes of official quitting time). Variance in starting times shall be held to a minimum so that supervisors can be reasonably assured as to which employees will be present at any particular time. Supervisors retain the authority to designate and control an employee's work hours and work schedules, and to limit schedule flexibility when necessary to meet mission requirements.

(2) Core time periods include time during which all employees not on leave are required to work.

(3) Full-time employees must work eight hours per day, or the difference between the hours worked and eight hours must be covered by some form of approved leave. Part-time employees must work the number of hours they are scheduled to work, or the difference between the hours worked and the scheduled hours must be covered by some form of approved leave. No banking of hours is permitted. Supervisors shall ensure that employees who are non-exempt from the FLSA are not suffered or permitted to work more than 40 hours per week unless overtime work has been approved by command authority.

3. Methods of Recording Time and Attendance. Because of the work hours extending from 0630 until 1730 hours, timekeepers are not available to note the arrival and departure of each and every employee. Accordingly, unless a mechanical time clock or electronic scanner is already at the work site, the method to be used for all NTC personnel shall be seriatim timekeeping utilizing NTC-GL Form 12610/2 (10-90) to document the recording of employees' time and attendance. Sheets with employees' names preprinted are not acceptable and are prohibited.

a. A blank sign-in/sign-out sheet shall be posted by timekeepers prior to each working day in a supervised accessible area; e.g., clock station.

b. Because of the dispersion of NTC personnel in many buildings, the location and numbers of clock stations will be determined by the Deputy Commander, the Comptroller and appropriate department heads/special assistants. Normally all employees in a work area will be on the same sign-in/sign-out sheet. Thus, more than one department or organizational component can be assigned to the same clock station.

c. Seriatim recording means that employees successively sign their name and record actual time.

d. When departing work, employees shall again sign their name and record departure time in the seriatim manner.

e. Employees beginning work in a NTC building different from their usual location shall sign in on the sign-in/sign-out sheet used for that area; e.g., an employee usually assigned to Building 3200 has to report to Building 1 at the beginning of the workday. He/she should sign-in at Building 1. The timekeeper in Building 1 shall provide a copy of the sign-in/sign-out sheet to the timekeeper in Building 3200. Similar procedures shall be used for departures from a different building at the end of a workday.

f. Timekeepers shall use the sign-in/sign-out sheets to complete timecards and for record purposes.

g. A regular clock shall be maintained in the vicinity of the clock station to verify arrival and departure times. Timekeepers shall periodically verify the accuracy of the clock used for this purpose. Advancing or turning back the time on this clock, except to bring it into conformance with the correct time, is not permitted.

4. Additional Procedures for Recording Time and Attendance

a. Arrival Procedures. If an employee arrives to work at a time other than the normal arrival time, or intends to vary his or her work shift in some other way (e.g., an extended lunch period, a period of leave, etc.), the employee, after signing in on the seriatim sign-in/sign-out sheet, must advise the timekeeper and appropriate supervisor of the schedule change so the timekeeper may properly prepare the time and attendance report. It is stressed that employees are expected to adhere to the normal established work schedule. Under flextime procedures, the beginning work time is between 0630 and 0900. Tardiness will not normally exist under flextime. For example, if an employee who normally arrives at 0800 actually arrives at 0805, the employee is required to sign-in and notify the timekeeper and appropriate supervisor of the actual arrival time of 0805 and the intended departure time for the day. If, due to some unforeseen circumstance, the employee cannot stay the extra time to make up for the late arrival, several options exist: (1) the employee may take an appropriate amount of leave (two-tenths hour minimum for annual/sick leave); (2) the supervisor may

excuse the time, making an appropriate notation on the sign-in/sign-out sheet; or (3) the supervisor may refuse to either excuse the time or approve the leave. The approval of leave or excusal for tardiness is at the discretion of the supervisor who is authorized to excuse up to one hour of time in such a manner. Excusing lost time of an employee shall be based on unavoidable events, and shall not be a routine or recurring practice.

b. Midday Procedures. A midday lunch period of between 30 minutes and two and one-half hours may be taken anytime during the midday flexible time period (from 1100 to 1330). The lunch period established in the employee's normal work shift will be assumed to remain stable unless the timekeeper is otherwise notified. A minimum of 30 minutes for lunch must be taken. A longer, regular lunch period may be approved by the appropriate supervisor (e.g. one hour or more) as long as eight hours of work time is scheduled.

c. Departure Procedures. The normal departure time shall be consistent with the number of hours that the employee is scheduled to work, and the length of the lunch period. Employees shall sign-out in the appropriate section of the sign-in/sign-out sheet. Employees not departing at the designated departure time must notify the timekeeper of the change in their departure time and the reason for the change (normally leave for early departure and either overtime or compensatory time for late departure). Any change which either increases or decreases the working hours for the day must be supported by documentation. In the case of leave, a leave slip signed by the supervisor is required. In the case of either overtime or compensatory time, written authorization from the official authorized to order or approve overtime or compensatory time is required.

d. Recording of Leave. A SF-71, approved in advance, shall be forwarded by the supervisor approving the leave to the timekeeper who is responsible for documenting each employee's time sheets. When unplanned leave for emergencies or sickness is approved, the supervisor is responsible for advising the timekeeper of the leave approval action and period of time involved. The employee is also responsible for the submission of a SF-71 on the day of return to the work site.

e. Corrections. Corrections to sign-in/sign-out sheets and timecards shall be accomplished by drawing a single line through the incorrect entry without obliterating it, entering the

correct information, and initialing the entry. "White-out" is not permitted.

5. Leave and Approved Absence

a. Approval of Leave. All leave including annual, sick, court, leave without pay, and military leave shall normally be requested in advance, in writing, using a SF-71. Supervisors are authorized to approve or disapprove leave other than advance leave. Requests for advance of sick or annual leave shall be made in writing and detail the reasons for the request. Annual leave that will accrue to an employee during the balance of the leave year may be granted under the appropriate circumstances. Sick leave, not to exceed 30 days, may be advanced to employees in cases of serious illness or disability. Requests for advance annual or sick leave shall be forwarded via the chain of command to the Deputy Commander or Commanding Officer for approval/disapproval. Leave is not considered to be approved until the management official authorized to approve the leave has signed the SF-71 and indicated on the form that the leave is approved. If the leave request is disapproved, the SF-71 will be returned within two days with written justification.

b. Sick Leave to Care for Family Members. Under the Family Friendly Leave Act, employees can use their sick time to care for family members who have conditions for which an employee would qualify for sick leave himself or herself, if afflicted personally. Employees may use up to five days of sick leave per year for that purpose. Those who wish to use more than five days and up to a maximum of 12 weeks for that purpose, however, must have a reserve of sick leave of at least 80 hours, or ten days worth.

c. Leave Without Pay under the Family Medical Leave Act. Provides employees with unpaid leave for family and medical purposes. The law provides for 12 administrative workweeks of unpaid leave during any 12 month period for the following conditions. 1) Birth and care of a child/placement of a child with the employee for adoption or foster care (within one year after birth/placement. 2) Care for a spouse, child or parent with a serious health condition. 3) Serious health condition that makes the employee unable to perform the duties of his or her position. To be eligible, employees must have completed at least one year of civilian service with the government. Temporary and intermittent employees are excluded from the coverage. Employees wishing to request family or medical leave need to provide up to 30 days advance notice if that is

practicable. An employee is expected to make a reasonable effort to schedule treatment, subject to the approval of the health provider, so as not to disrupt unduly the operations of the agency. Also, where the request for leave is based on a medical problem, an agency may require medical certification with the date of the onset, prognosis, and statement of need for care. Paid leave can be substituted for leave without pay if available.

d. Family members for the purpose of taking unpaid leave to provide care include only spouses, children, parents, or the employees themselves. Family members for the purpose of taking paid leave to provide care, also include grandparents, in-laws, siblings, and affinity relationships where the employee's close relationship with the person requiring care is the equivalent of a family relationship.

e. Donated Leave. Employees may request leave under the Voluntary Leave Transfer Program of Form 630. Employees may donate annual leave to other employees registered in the leave donation program on Form 630-A.

f. Military Leave. Military leave is approved absence with pay without charge to annual leave for employees who are members of Reserve components of the Armed Forces for days on which they are engaged in training duty. Reserve components are:

- Army National Guard of the United States
- Army Reserve
- Naval Reserve
- Marine Corps Reserve
- Air National Guard of the United States
- Air Force Reserve
- Coast Guard Reserve

It does not cover summer training as a member of the Reserve Officer's training Corps or time taken to travel to the place where the training is to begin unless military orders encompass the period of travel required. Temporary, intermittent, and part-time employees are not eligible for military leave.

(1) Duration of Military Leave. Military leave is limited to a maximum of 15 calendar days during each calendar year regardless of the number of training or active duty periods in the year, except that up to 22 additional workdays in a calendar year are authorized for a Reservist or National Guardsman called to duty for providing "military aid to enforce

the law." Any portion of the leave unused at the end of the fiscal year, not to exceed 15 days, will be carried forward to the next fiscal year.

(2) Submission of Requests. An employee's application for military leave shall be made to the supervisor on a SF-71 in advance. Upon return to duty, the employee shall submit a certified copy of orders indicating completion of training duty, to their supervisors.

g. Court Leave. An employee is entitled to court leave for jury duty or witness service only if they are "summoned" or assigned by the court or authority responsible for the conduct of the proceeding; employee is not entitled to leave if they just volunteer. Although a "subpoena", is not necessarily required, the summons must be an official request, invitation call, evidenced by an official writing. Court leave for witness service is distinguished from official jury duty. An employee testifying in official capacity or producing official records is permitted court leave. However, court leave is not available when the employee serves as a witness in an unofficial capacity strictly on behalf of a private party, in which case either annual leave or LWOP must be charged. Supervisors may excuse an employee from duty due to hardship reasons, on a case-by-case basis.

h. Minimum Period. The minimum period sick leave, leave without pay (LWOP) and AWOL is one-tenth hour (6 minutes). Overtime and Compensatory Time earned and taken, can be charged in 6-minute increments. The minimum period of annual leave is three-tenths hour (18 minutes).

i. Unplanned Leave. Requests for unplanned sick leave or other emergency leave shall be made to the immediate supervisor, prior to the beginning of core time (0900) except firefighters, who according to their collective bargaining agreement will call in by 0700 before the start of their scheduled tour of duty. Employees covered by other collective bargaining agreements will follow their procedures. The 0900 call-in may be waived when, in the opinion of the supervisor, extenuating circumstances exist. Such a request will ordinarily cover only the first day of absence. In the event the employee anticipates an absence of longer duration, the employee must notify the supervisor of the reasons for the extended absence. Otherwise, leave must again be requested on each subsequent day for three days and every third day thereafter until return to duty, unless the employee

is specifically excused, or is incapacitated to the extent that he or she is unable to make contact.

j. Extended Absence on Sick Leave. Absence on sick leave for more than three consecutive workdays must be supported by an acceptable medical certificate which shall be submitted to the supervisor within five calendar days of the employee's return to work. Individual collective bargaining agreements may have different provisions that will supercede this instruction. A signed statement from the employee indicating the nature of illness may or may not be accepted in lieu of medical certification when the circumstances surrounding the employee's absence are explained, and the services of a physician were not required.

6. Overtime and Compensatory Time.

a. All request for overtime, whether regular or irregular, and compensatory time shall be submitted by Department Heads/Special Assistants using the NAVCOMPT 2282 via appropriate chain of command for approval/disapproval. The original NAVCOMPT 2282 is to be retained by the NTC Comptroller, Code 004. A copy of the 2282 shall be retained at the clock station.

b. Authorization of overtime or compensatory time shall be in writing and precede the work period, except where situational exigencies prevent prior approval, e.g., emergencies, safeguarding life and property, or other individual incidents where such can be clearly demonstrated. In these cases, the NAVCOMPT 2282 shall be completed not later than the first normal workday after the work. Officials in charge of meetings, audits, etc., should make reasonable attempts to schedule the events during the normal workday to ensure the need for overtime or compensatory time is minimized. Paragraph 9 of the basic instruction and reference (e) contains more detailed information.

7. Reporting to a Remote Work Site. Employees who begin or end temporary work (less than 30 continuous days) at a work site remote from the assigned clock station where there is no NTC sign-in/sign-out sheet shall advise their supervisor of schedule deviations weekly. Time and attendance records for employees at sites away from the designated station shall be forwarded to the appropriate timekeeper every five days.

8. Responsibilities

a. Timekeepers shall:

(1) Maintain time and attendance records on a daily basis.

(2) Prepare the timecards and work schedule changes from the records in accordance with the guidelines contained in reference (a).

(3) Ensure that all entries on the records and the timecards are accurate, and that periods of absence, overtime, and compensatory time are properly supported by required documentation.

(4) Inform the appropriate supervisor of any time and attendance discrepancies that come to their attention.

b. Supervisors shall:

(1) Maintain adequate surveillance to ensure accuracy of time accounting.

(2) Ensure that adequate levels of staffing are present throughout the workday. Supervisors are authorized to limit their employees' work schedules to the extent necessary to carry out the work in a proper manner.

(3) Ensure that individuals are not recommended for appointment as timekeeper without first receiving the requisite training.

(4) Review the Bi-weekly Leave Availability Report to ensure accuracy.

(5) Advise new employees of the timekeeping procedures in effect.

(6) Sign timecards.