
REVIEW MANAGEMENT

**TIME AND ATTENDANCE POLICY FOR THE
OFFICE OF DRUG EVALUATION III**

CONTENTS

**PURPOSE
BACKGROUND
REFERENCES
POLICY
PROCEDURES
EFFECTIVE DATE**

**Attachment A - Leave Application for Use of 2-Hours of
Preapproved Annual/Sick or Credit Time**

PURPOSE This MAPP describes the Office of Drug Evaluation III (ODE III) policies and procedures governing time and attendance.

BACKGROUND

- In support of the Department of Health and Human Service's Initiative on Improving the Quality of Work Life for employees, it is the policy of the FDA to eliminate the requirement to use time clocks and/or sign-in sheets to record hours worked.
- A major goal of this initiative it to create a family/friendly workplace that will improve employee morale by demonstrating empowerment and trust.
- All employees have a responsibility in the time and attendance process. Time and attendance policies are designed to strike a balance between providing flexibility for the conscientious employee while preventing abuses. This requires the implementation of one set of rules that applies to everyone.

- Implementing this directive requires careful attention to the requirements of maintaining one's time. If done correctly, it will assist in streamlining the timekeeping process.
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REFERENCES

- Food and Drug Administration/CDER Draft Supplement (January 1997) Time and Attendance Policy - Time and Leave Recording
 - CDER MAPP 6301.1, *Alternate Work Schedules for the Office of Drug Evaluation III*, May 30, 1996.
 - CDER MAPP 6301.2, *Flexible Workplace Arrangement Program for the Office of Drug Evaluation III*, May 30, 1996.
 - CDER MAPP 6301.3, *Overtime Policy for the Office of Drug Evaluation III*, May 30, 1996.
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POLICY

- This policy covers all civilian ODE-III employees (permanent, temporary, term, full/part-time, and intermittent). It does not cover Commissioned Corp Officers.
- Leave regulations and rules are not changed by this initiative. Refer to ODE-III MAPPs as listed above. NOTE: Unless on approved leave, employees **MUST** be present during core hours. Core hours are between 9:30 a.m. and 3:30 p.m.
- All employees will self-certify the number of hours worked, number of hours of leave taken, and the type of leave taken per pay period. Employees are also responsible for self-certifying all credit time/overtime earned and used per pay period. Timekeepers are no longer required to calculate credit time.
- ODE-III will use the "Report by Exception" method of self-certifying time. When reporting by exception, an assumption is made that each employee works a full tour (e.g., 8½ hour day, unless leave, overtime, comp time, or credit time is reported to the timekeeper). When an employee's full tour is worked during a pay period, he/she is not required to provide a summary of time to the timekeeper. No response will be the employee's certification that he/she has worked a full tour, not including any holidays that occurred during that pay period.
- Employees are not required to keep track of their daily time using a log or other tracking document. However, it is strongly suggested that some type of written

record be maintained if the employee expects to provide a summary to the timekeeper.

- Employees choosing to track or log their time may use whatever mechanism they prefer (i.e., noting time on paper, chart on the computer, log sheet, using punch card in the time clock). However, only a summary is to be given to the timekeeper. NOTE: Time clocks will remain at current locations for the convenience of employees choosing to track time using a punch card.
- Summaries must include the dates, times, and types of leave taken and credit time earned/taken. All summaries must include an original signature of the employee and the date. The signature indicates the employee certifies the time reported.
- Each employee is required to submit a **hard copy** summary of their time (only dates and hours differing from a usual tour of duty) to the timekeeper. The summary is due no later than noon on the second Wednesday of the pay period. An exception to this mandate will occur when a holiday is involved in the timekeeping process. In this instance, summary sheets are due by noon on the second Tuesday of the pay period. An amended summary will be submitted again at the end of the pay period when an employee accrues credit time or takes leave after the summary is submitted. A list of the due dates will be published annually and can be obtained from your timekeeper. Credit time worked up to the reporting deadline but not reported as required will be forfeited and not credited.
- Preapproval has been granted to use up to two hours of credit time or annual/sick leave per day, provided work is done, unless otherwise directed. A one-time application for use of the 2-hour preapproved time will be completed by the employee and submitted to the supervisor for approval. This form will be kept on file by the timekeeper. Once approval has been received, a leave slip will not be required when using the 2-hour entitlement. Employees are responsible for notifying their supervisors when arriving late to the office to permit the orderly scheduling of office coverage/projects. This approval is a privilege and may be withdrawn at any time. The application is included in this MAPP as Attachment A.
- ODE-III employees will use the SF-71 when requesting **all** leave (annual, sick, credit hours, comp) that exceeds the preapproved 2-hour authorization. Prior approval must be received from the supervisor for any leave that exceeds 2 hours. For example, if an employee wishes to take 3 hours leave/credit time, a slip indicating 3 hours must be submitted.

- Supervisors may institute a more rigid reporting requirement if an abusive situations occurs with self-certification of hours worked. Supervisors may also institute leave restrictions should attendance problems arise. There are a variety of more structured reporting mechanisms available, which the supervisor may use at her/his discretion. However, whatever method of reporting is instituted should be discussed by the supervisor and employee before implementation. If the abuse continues, appropriate action should be initiated in consultation with the Division of Employee and Labor Management Relations. Once the employee demonstrates responsible time and attendance practices, the reporting requirement may be withdrawn.
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RESPONSIBILITIES

Employees

- Must accept the responsibility of managing a part of their work life.
- As part of this responsibility, employees will manage and report to the timekeeper a summary of her/his time and attendance unless a traditional 80-hour tour has been worked. A sample summary is attached.
- Must sign and date all summaries before forwarding to the timekeeper. Employees are also responsible for submitting summaries by the established date and time.
- Any hours worked (credit/overtime/comp time) beyond an 8½ hour day must be included in the bi-weekly summary reported to the timekeeper. The total time worked per day must be submitted as well as a grand total of extra time worked during each pay period.
- All credit time and leave taken shall be reported to the timekeeper in the bi-weekly summary. All leave slips supporting time away from the duty station must be submitted to the timekeeper either with the summary or in a designated location by the reporting deadline. The summary must include the date and type of leave taken, as well as specific times if leave is less than a full-day.

Supervisors

- Have a responsibility of verifying the employee's self-certification of hours worked. Supervisors may use whatever method they feel is appropriate (e.g., observing employee during the day, ability to contact employee during scheduled tour of duty).

- Sign the official time cards. These signatures indicate they agree with, and approve, the employee's self-certification and to the best of their knowledge the employee has completed, as stated, the time reported.

Timekeepers

- Maintain the official records for employees. These records will be based on the data submitted by the employee.
 - Transfer all information included in the summary to the official timecard and review keying verification reports for accuracy.
 - File all summaries in employee time and attendance files.
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EFFECTIVE DATE

This MAPP is effective upon date of publication.

**OFFICE OF DRUG EVALUATION III
LEAVE APPLICATION FOR USE OF
2 HOURS OF PREAPPROVED ANNUAL/SICK OR CREDIT TIME**

ODE-III LOCATION: _____

NAME: _____

I hereby request the use of 2 hours of preapproved annual leave, sick leave, and credit time. I understand that my use of annual leave may not exceed the amount available for use during the leave year. Furthermore, I understand that I have a responsibility to monitor sick leave balances and when taking sick leave will not create an advanced sick leave situation.

The preauthorization is a privilege and may be withdrawn at any time.

EMPLOYEE SIGNATURE: _____

OFFICIAL ACTION ON APPLICATION

Approved Disapproved

SUPERVISOR SIGNATURE

DATE