

**MANAGEMENT**

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**CDER's TIME, ATTENDANCE, AND LEAVE RECORDING POLICY**

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**PURPOSE** This MAPP outlines the time, attendance, and leave recording policy in the Center for Drug Evaluation and Research (CDER).

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**REFERENCES**

- HHS Guide for Timekeepers, April 1, 1981.
- Food and Drug Administration, Time and Attendance Policy - Time and Leave Recording, Final Draft, January 1997.
- CDER Draft Supplement, Food and Drug Administration, Time and Attendance Policy - Time and Leave Recording, January 1997.
- CDER MAPP 4657.1, *Alternative Work Schedules*, November 7, 1995.
- CDER MAPP 4657.2, *Flexible Workplace Arrangements Program*, November 7, 1995.
- CDER MAPP 4657.3, *Overtime Policy*, March 7, 1996.

## BACKGROUND

In support of the Department of Health and Human Services' Initiative on Improving the Quality of Work Life for employees, the FDA has eliminated the requirement to use time clocks and sign-in/out sheets to record hours of work. As a result, CDER employees will be required to self-certify the number of hours worked, the hours of leave taken, credit and/or compensatory time earned and used, and overtime earned.

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## COVERAGE

This policy applies to all civilian employees (permanent, temporary, term, full-time, part-time, and intermittent). This policy does not apply to Commissioned Corps Officers.

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## POLICY

- The current rules and regulations for using leave, earning and using credit and compensatory time, and earning overtime are not affected by this new policy. Leave requests, credit and compensatory time earned and used, and overtime earned must be approved by the employee's supervisor in advance. Leave requests must be requested and approved in writing (e.g., Application for Leave (SF-71) or other method agreed upon by the employee and supervisor).
- Use of time clocks and sign-in/out sheets is not mandatory and may not be made mandatory, except as indicated under the DEALING WITH SUSPECTED ABUSE section.
- Offices are responsible for developing an office-specific supplemental time, attendance, and leave recording policy that is within the parameters of the Center's policy (or adopting the Center's policy), and distributing the office-specific policy to the Director, Office of Management, and all office employees.

## EMPLOYEE SELF-CERTIFICATION

- At a designated time within the pay period, employees are responsible for reporting to the timekeeper the hours worked, leave taken, credit and/or compensatory time earned and used, and overtime earned.

- Employees may maintain and report hours worked and leave taken using various methods (see examples below). Employees may use methods for reporting hours worked and leave taken other than those listed below as long as that method is agreed upon by the employee, supervisor, and timekeeper.
  1. **Personal Log.** Examples of types of personal logs follow:
    - a. A daily log of time worked and leave taken, such as recording information on one's calendar or developing a personal log on paper or on the computer;
    - b. A weekly or biweekly total or summary of time worked and leave taken; and
    - c. Time clock or sign-in/out sheet. Employees may choose to use these methods, however, they cannot be mandatory except under conditions described in the DEALING WITH SUSPECTED ABUSE section.
  2. **Reporting By Exception.** The employee's timekeeper will record that the employee worked his/her regular tour of duty unless the employee reports (in writing or via electronic mail) to the timekeeper the dates and number of hours that leave is taken, credit and/or compensatory time is earned or used, and/or overtime is earned. By not reporting exceptions to the regular tour of duty, the employee has, in fact, certified that his/her time for that pay period is correct.
- Regardless of the method chosen for reporting time and leave to the timekeeper, leave must be accompanied by a completed, signed, and approved SF-71 or other method approved by the supervisor.
- It is strongly recommended that employees who wish to receive credit, compensatory, and/or overtime maintain a daily record of their hours. This document can serve either as the summary reporting document itself or as a worksheet to prepare the summary document for the timekeeper.

## RESPONSIBILITIES

- **The employee**
  1. Reports all hours worked and leave used to the timekeeper according to one of the methods listed in the EMPLOYEE SELF-CERTIFICATION

section. If the employee does not report the hours worked and leave used to the timekeeper by the time designated (i.e., the employee is on travel, leave, etc.), the timekeeper will report the employee's normal tour of duty (e.g., 80 hours for full-time employees) for that pay period. Immediately upon returning to the office, the employee will report to the timekeeper any exceptions to the normal tour of duty.

2. Provides the timekeeper with documents (e.g., SF-71) indicating that leave was approved and identifying the type of leave requested.
3. Contacts the supervisor or timekeeper if unsure of how to report or record hours worked and/or leave taken during unusual circumstances (e.g., hazardous weather, early dismissal).

- **The supervisor or leave approving official**

1. Verifies employee's self-certification of hours worked and leave taken. This can be accomplished by using one or more of the following methods:
  - a. Observe the employee during the work day;
  - b. Measure the employee's work product;
  - c. Ability to contact the employee during the scheduled tour of duty; and/or
  - d. Other methods such as those used to measure work for employees working at alternative work sites.
2. Approves/disapproves, in advance, requests for leave made by the employee.
3. Reviews and signs the employee's Time and Attendance Report (HHS-402) verifying that he/she has approved leave used, compensatory time earned and used, and overtime earned.
4. Ensures that employees and timekeepers adhere to their responsibilities and takes appropriate action if these responsibilities are not met.

- **The timekeeper**
    1. Reports the employee's normal tour of duty (e.g., 80 hours for full-time employees), if the employee does not report the hours worked and leave used to the timekeeper by the time designated in the pay period (i.e., the employee is on travel, leave).
    2. Ensures that the time reported by the employee is accurately recorded on the HHS-402 and that all supporting documents (e.g., SF-71, approved overtime requests) are provided.
    3. Performs timekeeping duties, including maintaining the employee's Administrative Time and Leave Record (PHS-6382) in accordance with the HHS Guide for Timekeepers and maintaining a record of the employee's summary reporting documents.
  - **The Office Director** develops an office-specific supplemental time, attendance, and leave recording policy that is within the parameters of the Center's policy (or adopts the Center's policy), and distributes the office-specific policy to the Director, Office of Management, and all office employees.
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## DEALING WITH SUSPECTED ABUSE

- In situations where an employee has attendance problems and/or leave abuse or abuse of self-certification of hours worked is suspected, the supervisor may institute a more structured reporting requirement for the employee until the problem is corrected (see examples below). The employee may be required to:
  1. Report to the supervisor upon arrival at the worksite and prior to departure from the worksite;
  2. Provide the supervisor with documentation of the time spent on each task or assignment; and/or
  3. Work the same hours as the supervisor so that observations of the employee can be made.
- In cases where abuse continues or when observation is impractical (e.g., the employee and supervisor are on different work schedules or are located at different worksites), the supervisor may require the employee to use a sign-in/out sheet or time clock to record hours worked. If the abuse continues,

appropriate action should be initiated in consultation with the Division of Employee and Labor Management Relations, Office of Human Resources and Management Services.

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### **APPROVAL AUTHORITY**

The employee's immediate supervisor retains the authority to approve leave requests and approve requests to earn and use credit time. Supervisors who approve the Time and Attendance Report (HHS-402) also have the authority to determine if credit hours are to be reported on the back of the HHS-402. The procedures for requesting and approving compensatory time and overtime have not changed and must be submitted through the appropriate channels. Leave requests must be requested and approved in advance and in writing (SF-71 or other method agreed upon by the employee and supervisor).

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### **EFFECTIVE DATE**

This MAPP is effective upon date of publication.