

OFFICE OF PHARMACEUTICAL SCIENCE

Time, Attendance, and Leave Recording Policy

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2-Hours of Preapproved Annual/Sick or Credit Time**

PURPOSE This MAPP outlines the time, attendance, and leave recording policy in the Office of Pharmaceutical Science (OPS).

REFERENCES

- HAS 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 5000.1, *OPS Alternative Work Schedules*.

- CDER MAPP 5000.2, *OPS Flexible Workplace Arrangements Program*.
 - CDER MAPP 4657.3, *Overtime Policy*.
 - CDER MAPP 4657.0, *CDER's Time, Attendance, and Leave Recording Policy*.
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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.
 - A major goal of this initiative is to create a family friendly workplace that will improve 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.
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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.

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 must be requested and approved in writing (Application for Leave SF-71) or electronic messages.
- 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.

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 including an original signature and date.
- Employees may maintain and report hours worked and leave taken using the approved OPS Time and Attendance Worksheet (see Attachment A). If an office wants to use another method, approval must be obtained from the Deputy Center Director, OPS, through Deputy Office Director, OPS.
 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. Employees may choose this method, 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 electronic message requesting leave.
- To obtain approval for leave (including credit time and compensatory time), the employee will send an electronic message requesting the leave to the supervisor

(leave approval official) and copy their team leader (if applicable) and timekeeper as far in advance as possible. If there is no electronic response from the approving official, approval is assumed. If a team leader feels an employee should not be granted leave, they must inform the leave approving official so that the official can deny the leave via electronic message to the employee.

- No prior approval is required for earning up to four hours of credit time for full-time employees or two hours for part-time employees per day. The maximum carry over is 24 hours from pay period to pay period. (Employees on FWAP may not earn credit while on FWAP unless under extenuating circumstances.)
- Preapproval has been granted to use up to two hours of credit time or annual leave per day, provided work is done, unless otherwise directed. A one-time application for use of the two 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 two hour entitlement. Employees are responsible for notifying their supervisors when arriving late to (i.e., after 10:00 am) or leaving early from (i.e., before 2:00 pm) 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 B.
- Prior approval must be received from the supervisor for any leave that exceeds two hours. For example, if an employee wishes to take three hours leave/credit time, a slip or electronic message indicating three hours must be submitted.
- Supervisors may institute a more rigid reporting requirement if an abusive situation occurs with self-certification of hours worked. See Dealing with Suspected Abuse.
- 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

- **Deputy Center Director for OPS or his designee**

Approves/disapproves alternate method for time reporting.
- **The employee**
 1. Reports all hours worked and leave used to the timekeeper according to one of the approved methods. 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. ***Repeated failures to report leave used may result in a more structured reporting requirement.***
 2. Provides the timekeeper with documents (SF-71 or electronic message) 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 (HAS-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 HAS-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 HAS Guide for Timekeepers and maintaining a record of the employee's summary reporting documents.

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 work site and prior to departure from the work site;
 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 work sites), 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 (HAS-402) also have the authority to determine if credit hours are to be reported on the back of the HAS-402. The procedures for requesting and approving compensatory time and overtime have not changed and must be submitted through the appropriate channels on FDA-211 (Request for Overtime.) Leave must be requested and approved in advance and in writing (SF-71 or other method agreed upon by the employee and supervisor).

EFFECTIVE DATE

This MAPP is effective upon date of publication.

Attachment A: Time and Attendance Worksheet

Name	Timekeeper Number
Pay Period Ending	Organization

Day	Optional		Remarks	Hours Worked	Hours Earned			Hours Used					
	In	Out			Credit	Comp	OT	Credit	Annual	Sick	Comp	LWOP	Other
Sunday													
Monday													
Tuesday													
Wednesday													
Thursday													
Friday													
Saturday													
Sunday													
Monday													
Tuesday													
Wednesday													
Thursday													
Friday													
Saturday													
Totals													

CODE A=Annual ND = Night Differential CHE/CHU = Credit Hours Earned/Used
 S = Sick SD = Sunday Differential SUB = Substitute
 L = LWOP AD = Administrative SUS = Suspension
 W = AWOL DA = Donated Leave M/SM = Military/Special Military
 C = Court CE/CU = Regular Comp Earned/Used COP = Continuation of Pay
 OT = Overtime RCE/RCU = Religious Comp Earned/Used FC = Family Leave

I certify all hours correct. All premium hours worked and approved according to the law.

Signature _____ Date _____

ATTACHMENT B:

**Office of Pharmaceutical Science
Leave Application for Use of
2 Hours of Preapproved Annual/sick or Credit Time**

OPS 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