


CHAPTER Human Resources	CHAPTER 05	SECTION 001	SUBJECT 75
SECTION Personnel		DESCRIPTION Time Sheets/Absence from Scheduled Work	
WRITTEN BY Jackalyn Anderson, M.B.A. Human Resources Manager	REVISED BY Amy Morrison, B.S. Human Resources Supervisor	AUTHORIZED BY  10/12/23 Lauren Emmons, ACSW CEO	

APPLICATION:

<input checked="" type="checkbox"/> CMH Staff	<input type="checkbox"/> Board Members	<input type="checkbox"/> Provider Network	<input type="checkbox"/> Employment Services Providers
<input type="checkbox"/> Employment Services Provider Agencies	<input type="checkbox"/> Independent Contractors	<input type="checkbox"/> Students	<input type="checkbox"/> Interns
<input type="checkbox"/> Volunteers	<input type="checkbox"/> Persons Served		

POLICY:

Lapeer County Community Mental Health (LCCMH) works with Lapeer County Administration to assure LCCMH employees are paid timely.

STANDARD:

- A. All LCCMH county employees complete and submit an electronic time sheet generated by the Payroll Department each pay period.

PROCEDURES:

- A. LCCMH employees complete the online time sheet by 3:00 p.m. on the last Thursday of the pay period.
 - 1. If this schedule changes due to holidays or other circumstances, employees are notified.
 - 2. Human Resources (HR) provides instructions for completing the electronic time sheet.

CHAPTER Human Resources	CHAPTER 05	SECTION 001	SUBJECT 75
SECTION Personnel		DESCRIPTION Time Sheets/Absence from Scheduled Work	

3. It is the responsibility of the employee to accurately complete the online time sheet. Employees are responsible for tracking the time limits on their own work adjustment time (WAT), personal leave and vacation time
- B. All supervisors review and approve their department staff's electronic time sheet by 3:00 p.m. on the last day of the pay period.
 - C. Hourly employees are only paid for hours worked or hours covered by accrued leave time as authorized absence.
 - D. "Authorized absence without pay" may be requested and authorized. An unauthorized absence is an absence from scheduled work which is not authorized under the terms of county policy and bargaining unit agreements.
 1. The employee's full compensation for the period of such authorized absence without pay or unauthorized absence is adjusted from their pay for the pay period in which the absence occurred.
 2. Hours of unauthorized absence occurring during a forty-hour work week are not counted in computing eligible overtime for the work week.
 3. All unauthorized absences are tracked in the employee's electronic time sheet portal.
 4. Leave time does not accrue during an authorized absence without pay or unauthorized absence.
 5. An employee taking an authorized absence without pay or unauthorized absence the day before or after a county-recognized holiday forfeits their holiday pay.
 6. Medical authorization or advanced approval from the supervisor is required for sick leave used the day before or the day after a holiday in order to receive pay for the observed holiday.
 - E. An electronic request for time off must be submitted and approved by the supervisor for all time off, with the exception of WAT.

CHAPTER Human Resources	CHAPTER 05	SECTION 001	SUBJECT 75
SECTION Personnel		DESCRIPTION Time Sheets/Absence from Scheduled Work	

- F. All hours over 40 in a week are compensated in the form of WAT / compensatory time off for professional staff. Hourly staff may choose between WAT or pay at time and one half for all overtime. See LCCMH Policy 05.001.85 Work Adjustment Time.
- G. WAT will be pre-approved by the immediate supervisor of the employee.
1. In crisis or emergency situations, the employee reports the circumstances justifying the WAT as soon as possible and gets approval or makes arrangements with their supervisor to adjust their schedule to eliminate the need for the WAT.
 2. WAT must be used within time frames established by bargaining unit agreement. If it is not used within prescribed time limitations, it is forfeited by the employee.
 3. Management team members are exempt from time limitation requirements for use of WAT. See LCCMH Policy 05.001.85 Work Adjusted Time for more detailed information regarding WAT.
- H. A clinician serving on the after-hours emergency on call rotation must complete Form #38 After Hours Timesheet and submit it to their supervisor for review / approval. The supervisor forwards the approved form to the HR office.
- I. Sick, personal and vacation leave time will be accrued in accordance with Lapeer County policy.
- J. The LCCMH HR staff verifies the accuracy of the electronic timesheets using the verification reports available in the payroll portal. Any needed changes resulting from the verification process will be made by the LCCMH HR staff with notification to the employee and supervisor.

REFERENCES

Policy 05.001.85 Work Adjustment Time
LCCMH Form #38 After Hours Timesheet

CHAPTER Human Resources	CHAPTER 05	SECTION 001	SUBJECT 75
SECTION Personnel		DESCRIPTION Time Sheets/Absence from Scheduled Work	

AM:lr

This policy supersedes
#10/05030 dated 10/28/2005.
