

**Manhattan Area Technical College
Policy and Procedure Manual**

Policy No. 7.5.2

Title: Employee Timecards and Leave Request Procedures	
Originated by: Vice President of Business Services	
Revised by: Senior Admin, HR	Revision Date: 8/2011; 6/2024

Policy Statement: This policy has been developed to provide all employees with a consistent procedure regarding maintenance of timecards and requests for absences from work. Effective 7/1/10 electronic timecards must be completed by all classified and hourly personnel. Employees eligible for leave benefits must submit leave requests for documenting absences and time-off during regular work hours.

Rationale: All employees are responsible for ensuring timecards accurately and appropriately reflect their necessary documented hours worked during the pay period and that any absences or leave time used during the period are documented, approved and accounted for. It is the responsibility of supervisors to review and document approval or denial of time-off requests within the time-keeping system.

Timekeeping: All classified/non-exempt or hourly employees are responsible for accurately recording hours worked each day and ensuring that their timecards reflect the actual hours worked within each pay period. All hours worked within the pay period must be entered and finalized for supervisor review and approval in accordance with MATC and timekeeping system procedures.

Failure on the part of the employee to timely and accurately enter and/or finalize pay period hours within the timekeeping system may result in appropriate adjustments made to subsequent payouts for necessary corrections. Continued failure on the part of the employee to timely and accurately enter and/or finalize timecards, even if unintentional, may result in disciplinary action, up to and including termination.

Exempt or Salaried Employees and Contractors are not required to enter or submit record of hours worked.

Overtime: Classified employees must receive written approval by their immediate supervisor prior to working overtime. Overtime is defined as working more than 40 hours during the workweek. Paid leave, such as vacation, sick, personal, or paid holiday time are not considered hours worked. Overtime will be compensated at time and a half (1.5 times) the standard hourly rate. Any overtime hours must be communicated to the HR/Business Office(s) within the same pay period.

Supervisors and employees should consider temporary flexible scheduling, adjusting the employee's regular schedule, to avoid working overtime hours. In lieu of payment for approved overtime hours, compensatory time may be granted for hours worked in excess of 40 hours per week provided prior arrangements are made between the employee and supervisor.

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Compensatory time will accrue at one and a half (1.5) hours for each hour of overtime worked. All compensatory time must be approved by the immediate supervisor in accordance with MATC payroll procedures and communicated timely to the HR/Business Office(s).

Leave Requests and Approval:

The college creates an annual calendar that reflects the academic and non-academic days the college is open. Employees eligible for leave benefits will not need to use leave when the college is scheduled to be closed for holidays, or due to inclement weather (see Inclement Weather Policy 8.3.1). Classified employees will need to ensure that hours for holiday and inclement weather closings are accurately recorded on their timecard for appropriate compensation.

Employees eligible for leave benefits shall submit leave requests for hours of absence during regular hours and workdays. Leave requests should reflect the actual hours of absence from work and include necessary information on the reason and type of leave utilized for supervisor review and approval.

Employees must have prior approval for vacation/non-contract leave.

Employees may not request leave for hours beyond what they have accrued and is available per their available leave balance(s).

At a minimum, leave should be requested in an equal amount prior to the leave at the length of that leave (ie, submit request one week in advance for a full week's leave.)

Sick or emergent leave requests should be submitted in advance, as soon as possible within reason.

Supervisors should approve/disapprove leave requests as early as possible upon their receipt. Denied requests for leave should be communicated from the supervisor to the employee immediately.

In the absence of the immediate supervisor, the employee is responsible for submitting their request to an appropriate administrator for approval.

Concerns or issues regarding employee leave requests or balances should be communicated to the Human Resources Office.

Any employee that is/has been absent with submitting a leave request, and has not notified their supervisor of the leave, then the employee is subject to disciplinary action, up to and including termination, and leave without pay may be applied to their payroll.