

## **POLICY MANUAL**

### **CHAPTER 6 - HUMAN RESOURCES POLICIES**

#### **6.32 ATTENDANCE AND HOURS OF WORK POLICY**

##### **Purpose:**

Regular, punctual attendance is essential: The MLC will not over-staff in order to manage frequent, unexpected absences or long absences of indefinite duration. Meeting attendance expectations is an essential function of each position. This Policy explains those expectations.

Each employee is expected to work all assigned hours unless granted leave, and leave must be requested as far in advance as reasonably possible. Same-day and retroactive leave requests should be only for unforeseeable emergencies. Making a false or misleading statement regarding a leave request (as with other employment matters) may provoke termination, regardless of whether the leave request is granted.

The MLC maintains attendance and leave records for all employees, including but not limited to:

1. Attendance;
2. Hours worked (regular and overtime, for non-exempt employees);
3. Leave (requests, approvals/denials, and use);
4. Holidays;
5. PTO

Questions regarding attendance and leave should be directed to the Human Resources department. Employees are advised to keep records of their attendance. If an employee believes that a mistake has been made in their attendance records, the employee must notify HR promptly. If the MLC determines that a mistake has been made, the MLC will correct the records.

##### **Normal Work Hours:**

The normal workweek begins at 12:01 a.m. Sunday and concludes at 12:00 midnight the following Saturday. Monday through Friday are the normal workdays, except for functions requiring more than forty (40) hours of coverage within a week, or coverage on a Saturday and/or Sunday.

1. The MLC's regular hours of work are 8:30 a.m. - 5:30 p.m., Monday - Friday, except for functions requiring more than forty (40) hours of coverage in a week. Certain departments and/or positions may require work outside of the MLC's regular hours of work.
2. Flex-time schedules are permitted at the discretion of each department's director or Vice President. When operationally feasible, employees may, at the discretion of the President or designee, work a staggered schedule. Example: Monday – Friday,

8:30 a.m. – 5:30 p.m. or 10:30 a.m. – 7:30 p.m.

3. Employees are permitted one (1) hour for lunch, at a flexible time, subject to their supervisor's approval. Non-exempt employees are not paid for the lunch hour.
4. Non-exempt employees are permitted two (2) fifteen (15) minute breaks within the normal workday; one (1) in the morning and one (1) in the afternoon. The scheduling of breaks is subject to the approval of the supervisor. Non-exempt employees are paid for these breaks.

### **Presumed Resignation:**

When an employee is absent three (3) or more consecutive days without informing his or her supervisor/manager, the MLC will presume that the employee has abandoned their position and record the employee's resignation effective on the third day of absence. In exceptional cases (for example, medical inability to communicate), the resignation may be reversed on receipt of proof of the reason for absence and notice failure.

**Disability Accommodation:** When a qualified individual with a disability notifies the Vice President of Human Resources of a need for a reasonable accommodation, MLC will cooperate with the employee to assure, if reasonably possible, that the employee is able to continue to perform his or her essential job functions despite the disability. When absences will be necessary, all leave and insurance benefit options should be explored. If they are inadequate, the MLC may consider temporary adjustment of attendance expectations, transfer to another open position, or other options. Communication is key. Whenever possible, the need for accommodation should be reported and discussed with HR before work is missed.

### **OVERTIME AND PREMIUM PAY:**

The MLC offers premium pay for overtime and night work and offers several types of pay for time not worked. Pay for time not worked is not part of the overtime pay calculation, unless so stated expressly below.

#### **Overtime:**

Any manager may require overtime work, but non-exempt employees should only work overtime as managers direct. Salaried Executives, Administrators, Professionals, and certain IT Technicians are exempt from overtime pay requirements. All hourly employees are non-exempt and entitled to overtime pay for overtime worked.

All hours worked by non-exempt employees in excess of 40 in a workweek will be paid at the rate of one and one-half (1.5) times the employee's regular rate of pay for that workweek. Hours not worked such as PTO or a holiday are not considered hours worked in the computation of overtime. Non-hourly earnings can complicate this calculation. Questions should be directed to the Human Resources department.

**Shift Differential:** Full-time non-exempt employees assigned to an evening or night shift when the majority of the employee's scheduled non-overtime hours fall between 5:00 p.m. and 7:00 a.m. will be eligible for a ten percent (10%) pay differential. The shift differential is paid for the entire shift when the majority of the hours fall within the specified period. An employee regularly assigned to an evening or night shift is entitled to receive the same pay during periods of excused absences, on holidays or while in official travel status. Supervisors/managers must obtain the approval of the President, department's Vice President and notify the Human Resources department prior to regularly assigning an employee to an evening or night shift.

Questions regarding any of the foregoing should be directed to the Human Resources department. If an employee believes that an error has been made, the employee must notify Human Resources. If the MLC determines that a mistake has been made, the MLC will correct the records.