Policy: Employees are to provide an accurate accounting of hours worked and leave used during a pay period on the NEATS timesheet. All leave, both paid and unpaid, shall be requested and approved in writing and processed to conform to NAC 284 and applicable division and agency policy. All absences from an employee's regular work schedule must be reported and accounted for.

Purpose: To ensure that employee's time worked and leave used is accurately reflected on timesheets and in payroll.

Procedures:

I. Documentation of Timesheets:

NAC 284.5255 provides that classified employees must provide an accurate and timely accounting of their hours worked and leave used, including the specific times at which their work shifts started and ended. All hours in the pay period must be accounted for, and the employee must submit timesheets in the NEATS System timely. All employees are to submit written requests for leave (paid or unpaid) to their supervisors in accordance with agency policy and procedure. The supervisor is responsible for reviewing assigned employees' timesheets and verifying the accuracy of all reported hours worked and leave used before applying supervisory approval in NEATS.

II. Any employee or supervisor who fails to review, certify and submit accurate timesheets by the first Monday after payday in any three month period, may be subject to disciplinary action per NAC 284.5255.6. Disciplinary action may include a change from an exception to a positive reporter, which will result in a delayed paycheck.

Falsification of one's timesheet, or attempting or causing another employee to falsify a timesheet is cause for disciplinary action. Supervisory negligence in reviewing and certifying the accuracy of employees' timesheets is also cause for disciplinary action.

III. Any employee absent from duty on a scheduled shift shall personally contact his immediate supervisor and report the reason for the absence according to agency policy and procedure. In the event an employee's immediate supervisor is not available, it is the employee's responsibility to notify the next higher-level supervisor or other officially designated representative to receive such information.

IV. Employees working a schedule other than 8-5, Monday through Friday, shall notify the shift supervisor on the shift prior to his/her scheduled work hours at least one hour in advance of the assigned shift.

V. If the employee is physically unable to report the absence, the employee shall have someone else notify the immediate supervisor of the absence, within the specified time, and state the reason why the employee is unable to personally make the report.

VI. The immediate supervisor shall be notified of the absence as soon as possible, but not later than 15 minutes after the start of the employee's work schedule.

VII. When leave has not been approved in advance, notification of an absence by the employee or another person to the supervisor does not automatically result in approval of the absence. On his/her first day back at work, the employee shall complete the appropriate leave request form for review by the supervisor.

VIII. Planned leave, including but not limited to sick leave for doctors' appointments, surgery, family sick, etc.; annual leave; administrative leave; leaves of absence without pay; and military leave must be approved in writing by the employee's supervisor in advance of the leave being taken.

IX. If an employee lacks sufficient leave balances to cover time off, he/she is responsible for notifying his/her supervisor immediately so that leave without pay (LWOP) can be requested. See Division policy 5.010 (Leave Usage), sections VIII and IX, regarding LWOP and absent without leave (AWOL) statuses. AWOL may result in disciplinary action being taken against the employee. Supervisors are responsible to notify the personnel representative or appointing authority immediately of any absence which may result in LWOP or AWOL.

X. Each supervisor is responsible for ensuring their subordinates comply with all policies and procedures governing absences from work. The supervisor is expected to be alert for signs of leave abuse.

XI. Nothing in this policy shall preclude agency administrators from establishing more stringent notification requirements to meet the needs of the agency.

XII. Each agency shall formulate policies to implement the provisions in this policy or shall incorporate this policy into the agency policy and procedure manual.

Chard Brandenburg

Administrator

Effective Date: 11/1/97
Date Revised: 03/18/04; 08/13/07; 1/25/08
Date Approved by MHDS Commission: