HR Attendance and Working Hours

Standard Workweek

The standard workweek is 40 hours, Monday through Friday. Department schedules may vary based on coverage needs.

Timekeeping Requirements

- All non?exempt employees must record hours daily in the time system.
- Managers approve timesheets by close of business each Monday.
- Time edits require reason codes and manager approval.

Attendance Expectations

- Arrive on time and notify your manager if you will be late.
- Unplanned absences must be reported at least 1 hour before shift start.
- Excessive absenteeism may result in corrective action.

Overtime

Overtime requires prior approval. Overtime Rate = 1.5 x regular hourly rate for hours over 40 in a week.

Breaks and Meals

Shift Length	Meal Break	Rest Breaks
4-6 hours	30 minutes	One 10?minute break
6-8 hours	30 minutes	Two 10?minute breaks
8+ hours	30 minutes	Two 10?minute breaks

Hybrid and Remote Schedules

- Core hours: 10:00?16:00 local time unless otherwise approved.

- Employees must be reachable via approved communication tools.

- Remote work location changes must be reported to HR.

Leave Coordination

Planned leave should be requested at least 10 business days in advance. Sick leave should be reported as soon as practicable.

Time Reporting Metrics

Attendance Rate = (Scheduled days - Absences) / Scheduled days x 100.

Absence Categories

Category	Definition	Documentation
Sick	Employee illness or medical appointment	May require note > 3 days
Personal	Personal obligation or appointment	None
Unpaid	Approved unpaid time off	Manager approval
No Call/No Show	No notice provided	Subject to disciplinary action

Attendance Policy Escalation

Occurrence Count (rolling 12 months)	Action
3	Written warning
5	Final warning
7	Termination review

Reporting Issues

Employees who experience system issues with time reporting must notify HR within 24 hours.

Attendance Appeals

Employees may submit an appeal to HR within 5 business days of an attendance?related action.

Record Retention

Time and attendance records are retained for at least 7 years.