

 School Operations Group	TIME AND ATTENDANCE	
	HQ School Policy Number:	<input checked="" type="checkbox"/> New <input type="checkbox"/> Revised
	Date of Issuance:	Date of Effectivity:

I. POLICY STATEMENT

The establishment of this policy serves as the means of the management to communicate its requirements on time and attendance. It believes that an uncompromising commitment to professionalism begins with attendance, specifically in terms of punctuality and generally in terms of how time is valued by its personnel.

Furthermore, through this policy, it is the intention of the management to define general standards, criteria and guidelines that will be used in the implementation, interpretation and evaluation of cases and issues concerning timekeeping.

II. COVERAGE

This policy applies to all school personnel, whether academic or administrative, teaching or non-teaching, regardless of employment status and job level.

III. POLICY GUIDELINES

For Academic Non-Teaching Personnel (ANTP) and Administrative Personnel

1. Working Schedule

The schools shall maintain an eight (8) hour workday period constituting a minimum of 40 hours per week on a five (5) day workweek period. The definite regular working schedule including the official reporting time shall be defined by the School Administrator /Deputy School Administrator putting into consideration the necessity / exigency of the position. i.e. maintenance / janitorial employees need to be present in the school earlier than the rest of the school personnel.

However, there are some, because of the responsibilities entailed by their position, that are required to follow a six (6) day workweek period or a total of 48 hours.

2. Break Period

Employees are given one (1) hour lunch break from 12:00 nn to 1:00 pm daily. Depending on the needs and the exigencies of the job, lunch break may be rescheduled. However, this cannot be divided in smaller periods but must be taken all at one time. This request must be arranged with the Immediate Supervisor and shall require the approval of the School

Administrator / Deputy School Administrator. Lunch period is not considered as working time and is therefore non-compensable.

“Breaks” are scheduled once a day which can either be taken in the morning or in the afternoon but should not exceed 15 minutes. The School Administrator or Deputy School Administrator must set a specific schedule for the break time.

Extending break periods is a Class 2 offense. Should the break time exceed the prescribed period, the staff must inform his supervisor stating the reason for the extension.

3. Tardiness

An employee is considered tardy when he/she comes to work later than the sanctioned reporting time or shift. Employees are not given a grace period. Hence, if an employee reports to work a minute after the required log-in will automatically be considered tardy.

An employee who has been tardy for more than four (4) times or has-accumulated more than sixty (60) minutes of tardiness within a month, shall be considered liable for excessive tardiness and shall be subject to appropriate disciplinary action.

An employee cannot make-up for tardiness by extending his/her regular working hours.

4. Undertime

Logging out earlier than the official time out, specifically three hours or less shall be considered an under time . Logging out beyond three (3) hours before the end of official work hours shall be considered as a half day absence.

This fraction of time shall also bear corresponding deductions from the salary. All undertime should be filed accordingly with the necessary approvals. Unauthorized undertime is a Class 2 offense.

5. Absence Without Leave (AWOL)

Unauthorized absence from duty without notice is considered an AWOL. In case of absences, employees are required to inform their immediate supervisor an hour before the expected log-in. All absences incurred without previous notice are subject to deduction from pay unless covered by leave credits filed with authorization. Failure to notify one’s supervisor shall be subject to appropriate disciplinary action.

6. Overtime

Overtime refers to work in excess of the number of regular working hours required on a regular working day and work performed on rest days, special holidays and regular holidays. See Timekeeping Policy for further reference.

Employees must file for an overtime using the Timekeeping Authorization Slip and must be duly approved by the employee’s supervisor and the School Administrator / Deputy School Administrator.

7. Official Business (OB)

This covers those instances when employees would have to make official transactions outside the office. Employees shall seek approval from their supervisor at least a day before the expected appointment. Failure to do so shall warrant the disapproval of application of the Official Business.

Employees must file for OB using a Timekeeping Authorization Slip (TAS) and must be approved by their supervisor. The e-mail notification to the supervisor must be attached and submitted together with the TAS to the payroll processor.

8. Change of Shift / Day-off

It is the temporary modification of the shift or day off for a particular period other than the regular shift (i.e. from 8:00 a.m. – 5:00pm to 10 a.m. to 7:00 pm) or day off (From Monday – Friday to Tuesday – Saturday) in order to complete a particular work or activity. For the change to be recognized by payroll the employee shall have to furnish a TAS and have it approved by School Administrator / Deputy School Administrator on/or before the deadline for filling TAS.

9. Biometrics

Biometrics is the automated recording of an employee's attendance with the use of one's fingerprint. All school personnel, regardless of the work schedule are required to log-in upon start and log-out at the end of working hours. Daily log-in and out shall be the basis for payroll computation.

Employees who wish to observe their lunch break outside the office shall be required to log-out before leaving the office and log-in upon his / her return.

Failure to complete the attendance process (log-in and log-out) shall be considered as an absence.

10. Timekeeping Authorization Slip (TAS)

This is a form used for transactions like Overtime, Sick Leave / Vacation Leave, Official Business, and Change of Shift / Day-off.

This form is also used in correcting attendance specifically in case the timekeeping unit fails to read or recognize the employee's fingerprint and other instances where an employee's attendance was not recorded properly.

For Faculty / Teaching Personnel

1. Working Time

The work schedule of faculty members whether full time or part time shall be on a case to case basis and shall follow the official work hours defined in the employment contract or based on the schedule entailed by the assigned teaching load.

Similar to academic non-teaching personnel and administrative personnel, faculty members are expected to log-in upon arrival and log-out before leaving the office which shall be used as reference for their attendance.

It is the obligation of a faculty member to be present in all his/her classes and is expected to:

- a. Be within school premises at least fifteen (15) minutes before his/her first class.
- b. Be in his/her class at the time and venue scheduled for that class. Secure a (TAS) from the Program Head/Academic Head if he/she is to leave the school premises earlier than the usual official time.
- c. Be prompt in all departmental or school-sponsored activities, if attendance is required.
- d. Conduct make up classes in lieu of one's absence.

2. Tardiness

Tardiness pertains to the arrival of a faculty member at a later time than the scheduled start of each of his/her class or start of official work. The following norm shall apply to tardiness:

- a. A faculty member is considered habitually or excessively tardy if he/she has accumulated tardiness of more than sixty (60) minutes (*excessive tardiness*) within a period of one (1) month.

3. Absences

The following guidelines must be observed in case of absences:

- a. For unforeseen absences, the faculty member shall inform the Program Head or the Academic Head so that the latter can make arrangements for substitution. Final approval shall come from the School Administrator / Deputy School Administrator.
- b. For anticipated absences, the faculty member concerned shall inform and seek the approval of the School Administrator / Deputy School Administrator at least two (2) working days prior to the actual date of absence. In such a situation, to facilitate substitution, the faculty member is likewise required to inform the Program Head or the Academic Head about the lessons to be taken up.
- c. In the event that absences are extended, the faculty member must at once inform the Program Head or the Academic Head and seek approval of such extended absence from the School Administrator / Deputy School Administrator.

- d. An absence may be considered excused for justifiable reasons, subject to the endorsement of the Academic Head and the approval of School Administrator / Deputy School Administrator. Included below are examples of causes justifying excused absences:
 - i. Absences due to faculty member's illness/sickness or due to medical problems of an immediate family member (parents, brothers and sisters, husband, wife and children)
 - ii. Calamities (e.g., earthquake, landslide, typhoon, fire, flood, etc.)
 - iii. Death of an immediate family member
- e. An absence is considered unexcused if such absence is made without the approval of the School Administrator / Deputy School Administrator. In case of an unexcused absence, a corresponding deduction shall be made against the salary of the faculty member in addition to the imposition of appropriate disciplinary actions.

Unexcused absences occur in the following:

- i. A faculty member absents himself/herself without informing the Program Head or the Academic Head and the School Administrator / Deputy School Administrator.
- ii. A faculty member has extended his/her period of approved leave of absence without notifying the Program Head and Academic Head and securing the required approval from School Administrator / Deputy School Administrator.

4. Faculty Time Sheet

A Faculty member is required to fill out a Faculty Time Sheet (FTS) form properly audit his/her activities and therefore get compensation for his/her time worked. The total number of hours for each activity must conform with the total number of hours reflected in the biometrics. The faculty member and his / her supervisor must sign-off the FTS. Attendance records in the biometrics shall not be the sole basis for the computation of the employee's salary.

It should be noted that any falsification or misinterpretation of time and attendance information may result in disciplinary action, up to and including termination.

IV. POLICY REVISION

The management may make changes to this policy from time to time to improve the effectiveness of its operation. In this regard, any employee who wishes to make any comments about this Policy may forward suggestions to the School Operations Group through the School Operations Manager.

V. SEPARABILITY CLAUSE

If any part or provision of this policy is declared invalid or unconstitutional, said changes shall apply only to the specific part or provision. The remainder shall be valid and effective.

VI. REPEALING CLAUSE

Any existing orders, circulars, memoranda, policies, or any part thereof, which are contrary to, or inconsistent with any provision of this policy, shall be deemed repealed or modified accordingly.

Any other practices which are not mentioned in this policy and which do not form part of any existing policies shall be considered invalid or repealed.

Approved by:

RESTY O. BUNDOC

VP, School Operations Group

PETER K. FERNANDEZ

President, HQ-owned Schools