

TIME SHEETS AND RECORDS OF PAID TIME OFF

Each non-exempt employee, by California law, must accurately record regular and overtime hours worked, and vacation, sick leave and personal time taken. Each exempt staff member will be responsible for accurately recording vacation, sick leave and personal time taken. The time sheet (See Appendix D-9) and the record of paid time off (See Appendix D-10) must be approved writing by the Division/Department Director and submitted to the Human Resources Department at the Chancery and to the Pastor/Administrator/Parish Life Director and/or the person responsible for payroll in the Parishes each month. Time sheets are to be saved for 5 years. The employee must inform the supervisor in writing when requesting to take time off. That request must be signed by the supervisor.