

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, Chancery/Parish Personnel Policies) and the record of paid time off (See Appendix D-10: Chancery/Parish Personnel Policies) must be approved in 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 or twice per month if needed to process payroll. Time sheets are to be saved for 7 years. The employee must inform the supervisor in writing when requesting to take time off. That request must be signed by the supervisor.

Proper records of such information must be kept by the Pastor or staff member he assigns to be responsible for this record keeping.

This recordkeeping is the responsibility of both the employer and employee. It is also the responsibility of the employer to report the accrual of the employee's vacation, sick leave, and personal time at least quarterly to the employee. At the end of the year the employee should be given two records for the entire year, one of which the employee signs and returns to the employer. This record is filed in the personnel file of the employee (Appendix D-35)

{To be inserted after ATTENDANCE AND NOTIFICATION OF ABSENCE Policy ó pg. 45}