

ATTENDANCE REQUIREMENTS

I. PURPOSE

To define attendance requirements for Catholic Community Service employees.

II. POLICY

It is the policy of Catholic Community Service that the Executive Director will determine operational days and hours of work, or the modification thereof. Unless otherwise assigned, the normal days and hours of work for employees will be as follows:

1. **Workday** -- for full-time positions shall be 7.5 hours, normally between the hours of 8:00 a.m. and 4:30 p.m.
2. **Workweek** -- for full-time positions will consist of 37.5 hours between 12:01 a.m. (Sunday) and 12:00 midnight Saturday).
3. **Work Schedules** -- will be established for each employee by supervisory personnel who may change such schedules based on the needs and requirements of program operations. Supervisory personnel may also require an employee to work an unscheduled day in place of a scheduled day within the same work week, in which case the unscheduled day worked shall be treated as a modified work schedule and not subject to overtime compensation on the basis of a changed work day.

Employees (exempt and non-exempt) may request a flexible work schedule to allow for additional time off. This schedule must be approved by the supervisor and there must be a record of approval through the Alaska Department of Labor.

4. **Attendance** -- Employees are expected and required to be in attendance, prepared to start work activities, at designated work locations, days, and assigned hours. Employees are expected to remain at work for the entire work period excluding rest and meal periods. Late arrival, early departure, and other personal absences are disruptive and should be avoided and may lead to disciplinary action up to and including termination. When an employee cannot avoid being late to work or is unable to work as scheduled, the employee shall notify their supervisor as soon as possible in advance of the anticipated absence.

CATHOLIC COMMUNITY SERVICE
POLICIES AND PROCEDURES

ATTENDANCE REQUIREMENTS

POLICY NO: 601
POLICY DATE: 09/04/02
DATE REVISED:
PAGE: 2 OF 2

5. **Breaks/Rest Periods** -- Except for minors under the age of 18, there are no required work breaks. Any breaks are considered part of paid working time.
6. **Lunch Periods** -- are scheduled for 30 to 60 minutes duration in conjunction with the specified tour of duty (hours worked per day and per week). A regularly scheduled work day that encompasses six (6) or more hours requires a lunch period.

I. SCOPE

This policy applies to all Catholic Community Service employees.