

**Policy: Attendance & Timekeeping**

**Policy Number: HR05**

**Effective Date: 1/28/14**

**Board Approved: 1/28/14**

**Editions: 1/1/11**

In order to maintain a safe and productive work environment, ELCFV expects employees to be reliable and punctual in reporting when scheduled to work. Absenteeism and tardiness place a burden on other employees and on ELCFV. Employees are expected to be in the office during regular business hours, except when out of the office on business or on approved leave. Accurately recording time worked is the responsibility of every employee.

All employees are paid bi-weekly. In the event that a regularly scheduled payday falls on a holiday, employees will receive pay on the last business day before the holiday.

The ELCFV Board of Directors permits the use of alternative work arrangements for staff when such arrangements are pre-approved, assist in meeting operational needs and/or requirements, and maintains a high level of service. Alternative work arrangements consist of work hours and/or locations other than the standard business hours and location.

Additionally, staff may be able to bring a newborn to work following specific guidelines outlined in the procedure manual. This work arrangement must be approved by the Executive Director.