

TO: All Employees, Laboratory of Pathology, CCR, NCI
FROM: Chief, Laboratory of Pathology, CCR, NCI
DATE: March 28, 2003
SUBJECT: Time and attendance

PURPOSE

The purpose of this memorandum is to remind everyone of important tips to ensure uniform compliance and continued accountability of time and attendance policies.

Time and Attendance

- All employees must complete his/her work requirement during the hours of duty specified in their tour of duty. Changes in tour of duty must meet program goals, properly balance workload, and be approved in writing by their supervisor and the Chief, LP. Changes must be in accordance with HHS and OPM policies, and federal regulations. Examples include: alternative work schedules, flexible work schedules, uncommon tours of duty, compressed work schedule, dual pay, differential pay, telecommuting, and work periods outside the 6 AM to 6 PM (M-F) time band.
- Telecommuting and/or performing work in the employee's home or living quarters are not permitted without prior written approval from the Chief, LP. Furthermore, the Assistant Secretary for Personnel Administration, HHS, must approve overtime outside the work unit.
- All absences, leave, compensatory time, and overtime must be approved in advance and entered into ITAS directly by the employee or designated timekeeper. Deviations are permitted only in cases of emergency.
- Timekeepers will only process requests/changes that are submitted either in writing with signature of the requesting employee or by e-mail.
- At their discretion, Leave Approving Officials (LAO) may request medical certification from employees who are on sick leave. LAO are responsible for verifying time and attendance of employees, including data electronically approved by designated back up.
- Supervisors must ensure that employees who work outside the 8:30 AM to 5:00 PM span have adequate supervision.
- Timekeepers are responsible for maintaining accurate records of time and attendance, for at least three years, and subject to routine audits. Employees and supervisors must provide timekeepers with supporting documents (e.g., written/e-mail request to change leave or enter overtime/compensation time).
- All new LAO will be required to attend a course that clarifies attendance and leave issues. Current supervisors and managers are encouraged to attend this course and/or review leave and attendance policies. See references, below.

Previous Policies

All previous LP policies inconsistent with the provisions of this memo are superseded.

Exceptions

- Any exception to the above must be approved with reasonable written justification by the appropriate supervisor
- All exceptions must be in compliance with current policy and federal regulation.
- The Chief, LP, must approve changes, which last for a period of time longer than one pay period.

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CC:

J. Carl Barrett, Ph.D., C. Ng, E. Stephens, G. Linger

References:

1. Compensatory Time Off. <http://www.opm.gov/oca/pay/HTML/COMP.HTM>
2. Handbook of Alternative Work Schedules, <http://www.opm.gov/oca/aws/index.htm>
3. ITAS. <http://itasinfo.nih.gov/>
4. ITAS FAQ's http://itasnih.gov/itas_faq/#0000000008
5. ITAS Training for Timekeepers (manual)
6. Index of Laws, Regulations, and other References Related to Leave Administration <http://www.opm.gov/oca/leave/html/LEVINDEX.asp>
7. Index of Laws, Regulations, and other References Related to Pay and Hours of Duty. <http://www.opm.gov/oca/leave/HTML/PAYX.htm>
8. Links to Fact Sheets on Leave programs. <http://www.opm.gov/oca/leave/HTML/factindx.asp>
9. NCI Leave Guidance. <http://camp.nci.nih.gov/admin/oem/mab/leavemnl.htm>
10. NCI Manual Issuances. <http://camp.nci.nih.gov/admin/oem/mab/maniss.htm>
11. NCI Manual Issuances-Flexible Work Schedules. <http://camp.nci.nih.gov/admin/oem/mab/23006104.htm>
12. NCI Manual Issuances-Procedures for Overtime Approval. <http://camp.nci.nih.gov/admin/oem/mab/2300-630.htm>
13. NCI Procedures for Auditing Timekeeping. NCI Manual, 3/1/61.
14. Night Pay for GS Employees. <http://www.opm.gov/oca/pay/HTML/NIGHT.HTM>
15. NIH Policy Manual <http://www1.od.nih.gov/oma/manualchapters/>
16. NIH Flexible Workplace Programs Procedures. <http://www1.od.nih.gov/oma/manualchapters/person/2300-600-1/>
17. NIH Alternative Work Schedules. <http://www1.od.nih.gov/oma/manualchapters/person/2300-610-4/>
18. Telework/Telecommuting. <http://www.opm.gov/wrkfam/telecomm/telecomm.htm> and <http://www.telework.gov>
19. USDA Graduate School. Managing Attendance and Leave for Supervisors http://grad.usda.gov/Catalog/alph_CourseDescription.cfm?code=SUPV7005N-W01&courselocation=&coursestartdate
20. Variations to Staffing Regulations. <http://www.opm.gov/employ/var/wrk.htm>