LOUISIANA HOUSING CORPORATION		
Policy Number 25	**Policy Name** ATTENDANCE AND TIME REPORTING	**Original Effective Date** July 1, 2012
Issuing Department Human Resources	**Revision Dates** 2/2020, 3/2024	
Contact Human Resources	**Signature**	
Appointing Authority Marjorianna Willman, Executive Director	**Signature**	

I. Applicability

This policy shall apply to all employees of Louisiana Housing Corporation (LHC), hereinafter referred to as "LHC."

II. Policy

LHC is committed to fostering a productive and collaborative work environment. This policy ensures consistent work schedules, efficient time reporting, and fair treatment of all employees regarding attendance and leave.

III. Work Schedules

The LHC business operating hours are 8:00 a.m. until 4:30 p.m., Monday through Friday. Managers and above are responsible for ensuring adequate staff under their supervision to provide service during all regular business hours, perform its mission, and meet deadlines. As such, the LHC offers the following flexible schedule options:

- **Standard Workweeks**
  - Five 8-hour days.
- **Compressed Workweeks**
  - Four 10-hour days with one day off per week.
  - Four 9-hour days and one 4-hour day per week.
- **Flexible Hours:** Start times between 7:00 a.m. and 9:00 a.m. with corresponding end times and adjusted lunch breaks.

Work schedules include a thirty (30) minute or one (1) hour lunch break.

Schedules are documented on an Employee Work Schedule Election Form. The form must be completed within the first week of hire. The form must also be completed when an employee requests a schedule different from the one they

currently work. Schedule requests must be submitted no less than five (5) working days before the schedule change.

Schedules Consistency

Schedules must be adhered to unless formally changed through the supervisor. Supervisors may adjust schedules with reasonable notice, except for immediate changes based on discipline or performance.

During a week that includes a holiday, all employees automatically convert to an 8 hour per day schedule.

IV. Call-in Procedures

Employees are required to follow their department's call-in procedure when:

- Arriving late or absent, and leave not previously requested.
- Leaving the building for lunch and unexpectedly unable to return timely.

Department call-in procedures shall be communicated to the employee during the first week of hire. The call-in protocol shall include a method of communication and a timeline for communication. If an employee does not receive a timely response from their supervisor, then the employee should contact the next higher supervisor in the chain of command. In the event that the department has not developed call-in procedures, employees are required to contact their immediate supervisor at least one hour, when practical, before the start of their shift for a late arrival or absence.

Supervisors may deny leave requests or, with appointing authority approval, impose leave without pay for non-compliance with call-in procedures. Whether or not leave is approved, documentation of the reason for the tardiness or absence may be required.

V. Job Abandonment

Job abandonment occurs when an employee fails to report to work for an extended period without prior notification or justification. At our organization, employees are expected to communicate any absences promptly and maintain regular contact with their supervisor or manager. In the event of unforeseen circumstances preventing attendance, employees must follow the call-in procedures. Failure to

adhere to these guidelines and prolonged absence of three (3) days or more without communication may be considered job abandonment and could result in disciplinary action, up to and including termination of employment.

VI. Time Reporting

- Employees document hours worked and leave approved on the LHC timesheet bi-weekly, submitting them on the last Thursday of the pay period. Leave should match requests in SharePoint.

- Timesheets are completed bi-weekly. Pay periods begin on Mondays and end on Sundays. Timesheets shall be submitted by 4:30 p.m. on the last Thursday of the pay period. The timesheet deadline is subject to change on weeks when holidays shorten Payroll processing time.

- Timesheets should be named in the following format:
  <Last name><space><First Name><space><6-digit payroll date>
  - Example: Employee Test 021824

- Supervisors shall approve leave for direct reports and ensure timesheets accurately reflect attendance, overtime, funding, and FMLA hours with supporting documentation. The supervisor's signature on the timesheet is a certification that it has been reviewed and is in compliance with all rules, regulations, and policies.

- If an employee is not able to submit a timesheet by the bi-weekly deadline, then the supervisor shall complete and submit the timesheet for the employee.

VII. Responsibilities

Employee responsibilities:

- Regularly report to work as scheduled and adhere to call-in procedures.
- Request leave and overtime before utilizing them.
- Report attendance, leave approved, and FMLA hours on the LHC timesheet and include support documentation for leave approved or overtime worked.
- Submit timesheet to direct supervisor timely.

Managers/supervisors responsibilities:

- Approve a work schedule for a new employee during the first week of employment.
- Ensure that service is provided during all regular business hours and that employee attendance is timely.
- Inform new employees of the Department's Call-in Procedure and leave/timesheet processes.
- Review and correct time sheets of direct reports, submitting them to Payroll by the deadline.
- Complete time sheets for absent employees.
- Counsel and recommend appropriate corrective action for call-in procedure violations, habitual tardiness, inaccurate timesheets, and any other policy infractions.

VIII. Questions

Questions regarding this policy should be directed to Human Resources.