
REVIEW MANAGEMENT

**TIME AND ATTENDANCE POLICY FOR THE
DIVISION OF ONCOLOGY DRUG PRODUCTS**

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PURPOSE This MAPP describes the Division of Oncology Drug Products (DODP) policies and procedures governing time and attendance.

BACKGROUND

- In support of the Department of Health and Human Service's Initiative on Improving the Quality of Work Life for employees, it is the policy of the FDA to eliminate the requirement to use time clocks and/or sign-in sheets to record hours worked.
- A major goal of this initiative is to create a family/friendly workplace that will improve employee morale by demonstrating empowerment and trust.
- All employees have a responsibility in the time and attendance process. Time and attendance policies are designed to strike a balance between providing flexibility for the conscientious employee while preventing abuses. This requires the implementation of one set of rules that applies to everyone.

- Implementing this directive requires careful attention to the requirements of maintaining one's time. If done correctly it will assist in streamlining the timekeeping process.
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REFERENCES

- Food and Drug Administration/CDER Draft Supplement (January 1997) Time and Attendance Policy - Time and Leave Recording
 - CDER MAPP 6002.1, *Alternative Work Schedules*, April 2, 1996.
 - CDER MAPP 6002.2, *Flexible Workplace Arrangements Program*, April 2, 1996.
 - *DODP Time and Attendance Manual*, December 1996.
 - *ODE I Time and Attendance Policy - Time and Leave Recording*, January 1997.
 - *Draft Interim Directive - Time and Attendance Policy for the Division of Oncology Drug Products*, proposed effective date of February 1, 1997 and expiration date of June 30, 1997.
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POLICY

- This policy covers all civilian DODP employees (permanent, temporary, term, full/part-time, and intermittent). It does not cover Commissioned Corps Officers.
- DODP is experimenting with the option of Reporting by Exception. Experimenting with the use of this option is allowed, based on the *ODE I Time and Attendance Policy*.
- Except as noted below under pre-approved leave, leave rules and regulations are not changed by this initiative. Refer to DODP Time and Attendance Manual and CDER MAPPs as listed above. NOTE: Unless on approved leave, employees **MUST** be present during core hours. Core hours are between 9:30 a.m. and 3:30 p.m.

- All employees will self-certify the number of hours worked, the number of hours of leave taken, and the type of leave taken per pay period. Employees are also responsible for self-certifying all credit time/overtime earned and used per pay period. Timekeepers are no longer required to calculate credit time.
- Employees are not required to keep track of their daily time using a log or other tracking document. However, it is suggested that some type of log be maintained to assist in reporting and record keeping.
- Employees choosing to track or log their time may use whatever mechanism they prefer; i.e., noting time on paper, chart on the computer, log sheet, using punch card in the time clock, etc. However, only a summary is to be given to the timekeeper. Summaries must include the dates, times worked, times and types of leave taken, and credit time earned/taken. All summaries must include an original signature of the employee and the date. The signature indicates the employee certifies the time reported. NOTE: The time clock will remain at its current location for the convenience of employees choosing to track time using a punch card. Employees who choose to use time cards are responsible for writing their name on the card at the beginning of each pay period. Contact a timekeeper if no cards are available.
- Employees not reporting by exception (see below) are required to submit a **hard copy** summary of their time (only dates and hours differing from a usual tour of duty) to the timekeeper. The summary is due no later than Noon on the second Wednesday of the pay period. An exception to this mandate will occur when a holiday is involved in the timekeeping process. In this instance, summary sheets are due by Noon on the second Tuesday of the pay period. An amended summary will be submitted again at the end of the pay period when an employee accrues credit time or takes leave after the summary is submitted. A copy of the due dates will be published annually. Attachment A outlines the summary due dates for calendar year 1997. Credit time worked up to the reporting deadline but not reported as required will be forfeited and not credited.
- The “Report by Exception” method of self-certifying time may be used by employees who are not earning credit time or overtime. However, employees who plan to report by exception must sign the one-time certification in Attachment C which is kept in the timekeepers' files. When reporting by exception, an assumption is made that each employee works a full tour, e.g., 8½ hour day, unless leave is reported to the timekeeper. When an employee’s full

tour is worked during a pay period, he/she is not required to provide a summary of time to the timekeeper. No response will be the employee's certification that he/she has worked a full tour, not including any holidays that occurred during that pay period. Although eligible employees may change from reporting by exception to earning credit time and vice versa, such changes should not be routine. Timekeepers must be notified in writing the pay period before a change in reporting method is instituted.

- Pre-approval has been granted to use up to two hours of credit time or annual/sick leave per day, provided work obligations are met, unless otherwise directed. This approval is a privilege and may be withdrawn at any time.
 - Prior approval must be received from the supervisor for any leave that exceeds 2 hours. DODP employees may use E-mail or the SF-71 to request leave that exceeds the pre-approved 2-hour authorization. When using E-mail the employee should clearly specify the date(s), type(s), and times of leave taken. The E-mail should be sent to the supervisor and team leader (if applicable). If the leave is approved, the supervisor will notify the employee, team leader, and timekeeper by return E-mail. If the leave is not approved the supervisor will arrange with the employee to reschedule the leave.
 - Supervisors may institute a more rigid reporting requirement if an abusive situation occurs with self-certification of hours worked. Supervisors may also institute leave restrictions should attendance problems arise. There are a variety of more structured reporting mechanisms available which the supervisor may use at her/his discretion. However, whatever method of reporting is instituted should be discussed before implementation between the supervisor and employee. If the abuse continues, appropriate action should be initiated in consultation with the Division of Employee and Labor Management Relations. Once the employee demonstrates responsible time and attendance practices, the reporting requirement may be withdrawn.
 - Failure to report a summary of hours worked to the timekeeper on the designated date will result, at a minimum, in an employee's receiving credit only for her/his base tour - no overtime, credit, or compensatory time will be awarded for that pay period.
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RESPONSIBILITIES

Employees:

- Must accept the responsibility of managing a part of their work life.
- As part of this responsibility, employees will manage and report to the timekeeper a summary of her/his time and attendance. A sample summary is attached.
- Must sign and date all summaries before forwarding to the timekeeper. Employees are also responsible for submitting summaries by the established date and time.
- Any hours worked (credit/overtime/comp time) beyond a full day must be included in the bi-weekly summary reported to the timekeeper. The total time worked per day must be submitted as well as a grand total of extra time worked during each pay period.
- All credit time and leave taken shall be reported to the timekeeper in the bi-weekly summary. The summary must include the date and type of leave taken, as well as specific times if leave is less than a full-day. All leave slips and/or hard copies of E-mail approvals supporting time away from the duty station must be submitted to the timekeeper either with the summary or in a designated location by the reporting deadline. While timekeepers may choose to keep an electronic file of E-mail leave approvals, it is the employee's responsibility to print out a hard copy of the approvals for the timekeeper's files.

Supervisors:

- When approving E-mail applications for leave, include the employee's message text with details of the leave request in the reply and cc: the timekeeper.
- Have a responsibility of verifying the employee's self-certification of hours worked. Supervisors may use whatever method they feel is appropriate, e.g., observing employee during the day, ability to contact employee during scheduled tour of duty.

- Sign the official time cards. These signatures indicate they agree with, and approve, the employee's self-certification and to the best of their knowledge the employee has completed, as stated, the time reported.


Timekeepers:

- Maintain the official records for employees. These records will be based on the data submitted by the employee.
 - Transfer all information included in the summary to the official timecard and review keying verification reports for accuracy. If leave is approved by E-mail, it should be recorded on the official timecard as "E-mail" instead of SF-71.
 - File all summaries in employee time and attendance files.
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EFFECTIVE DATE

This MAPP is effective upon date of publication.

**TIME AND ATTENDANCE SUMMARY SHEET
DUE DATES FOR 1997**

 Summaries are due by Noon

JANUARY:	Wednesday, January 29 Friday, January 31 (amended)	JUNE:	Wednesday, June 4 Friday, June 6 (amended) Wednesday, June 18 Friday, June 20 (amended)
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FEBRUARY:	Tuesday, February 11** Friday, February 14 (amended) Wednesday, February 26 Friday, February 28 (amended)	JULY:	Tuesday, July 1** Thursday, July 3 (amended) Wednesday, July 16 Friday, July 18 (amended) Wednesday, July 30
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MARCH:	Wednesday, March 12 Friday, March 14 (amended) Wednesday, March 26 Friday, March 28 (amended)	AUGUST:	Friday, August 1 (amended) Wednesday, August 13 Friday, August 15 (amended) Tuesday, August 26** Friday, August 29 (amended)
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APRIL:	Wednesday, April 9 Friday, April 11 (amended) Wednesday, April 23 Friday, April 25 (amended)	SEPTEMBER:	Wednesday, September 10 Friday, September 12 (amended) Wednesday, September 24 Friday, September 26 (amended)
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MAY:	Wednesday, May 7 Friday, May 9 (amended) Tuesday, May 20** Friday, May 23 (amended)	OCTOBER:	Tuesday, October 7** Friday, October 10 (amended) Wednesday, October 22 Friday, October 24 (amended)



NOVEMBER: Tuesday, November 4**
Friday, November 7 (amended)
Tuesday, November 18**
Friday, November 21 (amended)



DECEMBER: Wednesday, December 3
Friday, December 5 (amended)
Tuesday, December 16**
Friday, December 19 (amended)
Tuesday, December 30**
Friday, January 2 (amended)

**Holiday Schedule

DODP Time and Attendance Summary

EMPLOYEE NAME: _____

PAY PERIOD ENDING: _____

Original

Amended

DAY	DATE	HOURS WORKED	CREDIT HOURS	CREDIT USED	CREDIT BALANCE	LEAVE USED	LEAVE TYPE	LEAVE FROM	LEAVE TO
Sunday									
Monday									
Tuesday									
Wednesday									
Thursday									
Friday									
Saturday									
Sunday									
Monday									
Tuesday									
Wednesday									
Thursday									
Friday									
Saturday									
TOTAL									

EMPLOYEE CERTIFICATION: _____

DATE: _____

Originator: Deputy Director, Division of Oncology Drug Products
~~06/30/97~~ 10/9/97

Attachment C

REPORTING BY EXCEPTION CERTIFICATION

EMPLOYEE NAME: _____

I certify that I am reporting by exception. Unless I submit an original or amended summary of time and attendance for a pay period, I certify that I have worked a full tour (i.e., 8½ hour days, 80 hours per pay period, not including any holidays) and have not taken leave. I understand that changes from reporting by exception to earning credit time and vice versa should not be routine. I am aware that timekeepers must be notified in writing the pay period before a change in reporting method is instituted.

SIGNATURE: _____

DATE: _____