**Timekeeping Policy**

**Objective**

The purpose of this policy is to outline the timekeeping policies of [Company Name]. Accurately reporting time worked is the responsibility of every nonexempt employee. [Company Name] must keep an accurate record of time worked to calculate employee pay and benefits.

**Time Worked**

Time worked includes all time that an employee is required to be performing duties for the company. Time worked is used to determine overtime pay required for nonexempt employees. The following provisions are included as time worked:

* **Work away from premises or at home.** Work performed off the premises or job site or at home by a nonexempt employee will be counted as time worked. A nonexempt employee will not be permitted to perform work away from the premises, job site or at home unless approved in advance in writing by the department director.
* **Break time.** Rest periods of 20 minutes or less are counted as time worked.

**Time Not Worked**

Per the Fair Labor Standards Act (FLSA), [Company Name] does not count the following provisions as time worked:

* **Paid leave.** Approved paid absences, including sick leave, vacation leave, holiday leave, Family and Medical Leave Act (FMLA) leave, military leave, jury and witness duty, funeral/bereavement leave, and voting time off are not counted as time worked.
* **Lunch or dinner periods.** Uninterrupted time off for lunch or dinner is not counted as time worked.

**Timekeeping**

Nonexempt employees must accurately record the time they begin and end their work, as well as the beginning and ending time of each meal period. They must also record the beginning and ending time of any split shift or departure from work for personal reasons.

It is the employee’s responsibility to sign his or her time record to certify the accuracy of all time recorded. The department supervisor will review and then initial the time record before submitting it for payroll processing. In the event of an error in reporting time, employees must immediately report the problem to the department supervisor.

**Enforcement**

Altering, falsifying, tampering with time records or recording time on another employee’s time record may result in disciplinary action, up to and including termination of employment.