<table>
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<th>Policy No:</th>
<th>ADM-POL- 0018</th>
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<td>Policy Title:</td>
<td>Policies on Timekeeping</td>
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| Implementation Procedure: | ADM-PROC-0022 Procedure on Proper Issuance of Warnings on Offenses  
ADM-PROC-0023 Procedures in Serving Suspension  
ADM-PROC-0009 Termination Procedure  
ADM-PROC-0031 Correction of Timekeeping Reports |
| Date of Issuance:  | S.Y. 2009 to 2010 |
| Effectivity:       | S.Y. 2009 to present |
| Page Number:       | Four (4) |
| Office of Origin:  | Human Resources Department |
| "Supersedes" Notification: | |

**Purpose of Policy:**
Punctuality and Attendance are part of determining the performance of any employee. Time is an important element of job performance. It’s not sufficient that employees deliver the tasks. Hence, the Colegio set forth policies that would define and measure the attendance and punctuality of every employee.

**Detailed Policy Statement:**

**Records of Arrival and Departure** – Faculty Members and Non-Teaching Staff employees are required to record their TIME IN and TIME OUT within the school’s premises through the school’s timekeeping system. TIME IN refers to the employee’s time of arrival inside the school premises as evidenced by the FIRST entry time recorded by the timekeeping system. TIME OUT refers to the employee’s time of departure from the school premises as evidenced by the LAST exit time recorded by the timekeeping system. Other time entries generated by the timekeeping system shall indicate the employee’s going in and out of the school premises within the day.

All **Off-campus activities** should have prior authorization from the immediate superior of the concerned employee. Employees are required to fill out an Off Campus Form for this matter.

**Leave of Absence** – Administrators, Faculty Members and Non-Teaching Personnel are allowed to go on leave of absence for meritorious reasons subject to prior authorization by the superior.

**Notification Requirement** – In case of sudden illness or urgent family need which prevents an employee from writing a notice of absence, a telephone call or any other possible means of communication to the superior shall constitute compliance with Prior Authorization Requirement.

**Absence without Leave** – Absences in excess of three (3) working days without prior authorization or notification shall be considered absence without official leave. Absences without leave are subject to salary deduction and disciplinary sanctions.

**Abandonment** is the severance of the employer-employee relationship by the employee without the approval of the employer. Continuous absence without authorized leave exceeding fifteen (15) days shall be considered abandonment of duty regardless of the reasons which the absence was incurred.

**Unauthorized Leaves** – Leaves taken when applications for leave have been denied, or those taken for valid reasons but are not covered by a properly accomplished leave form are considered unauthorized. Unauthorized leaves are not chargeable against leave credits. They are without pay and subject to disciplinary sanctions.

**Tardiness and Undertime** – Tardiness shall mean reporting for work after the start of the official time. A grace period of 10-minutes is given to an employee for consideration purposes. On the other hand, undertime shall mean leaving the workplace not more than two hours before the end of the official time. Tardiness beyond grace period and undertime shall be deducted from pay on the basis of actual tardiness or undertime per minute period.
Paying for tardiness and/or undertime for staying a few minutes or hour(s) longer to make out for it shall not be allowed.

Tardiness / undertime of at least two hours after/before the official time shall be considered halfday.

**Timekeeping Policies Applicable for Faculty Members**

- Overload shall normally be given outside the normal working hours. Overload given within the normal working hours should have a different hourly rate.

- Faculty Attendance in the Classroom – The general policies governing the attendance of faculty members in their classes are as follows,
  
  A faculty member is considered tardy if he is not in the classroom 10 minutes after the start of the class once the period started.
  
  A faculty member commits early dismissal if he leaves his class before the end of the period.
  
  A faculty member committees undertime if he leaves the campus before the end of the classes or his official time.

- A faculty member who misses his classes for any reason has the responsibility to arrange for make-up classes in order to fulfill his obligations to his students. Make-up classes must be conducted independently for each class and no merging of make-up classes will be allowed. Further, the conduct of the make-up classes should be upon the consent of the students affected.

- A faculty member who has incurred three (3) days or twelve (12) hours absences (whichever is satisfied first) per semester / year, without authorized leave / notice, must be subjected to the following,
  
  a. Be meted a corresponding sanction
  
  b. Have a negative impact on his efficiency rating in the PMAS
  
  c. Have a direct effect on his loading in the succeeding semester.

**Offenses and Penalties against Timekeeping**

Failure to observe Notification Requirement

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1st Offense – Warning

2nd Offense – Maximum of 5 days suspension

3rd Offense – Maximum of 10 days suspension

4th Offense – Dismissal

Accumulated unauthorized absences in excess of three (3) days within a semester

1st Offense – Warning

2nd Offense – Maximum of 5 days suspension

3rd Offense – Maximum of 10 days suspension

4th Offense – Dismissal

Tardiness beyond grace period in excess of four (4) times in any month

1st Offense – Warning

2nd Offense – Maximum of 5 days suspension

3rd Offense – Maximum of 10 days suspension

4th Offense – Dismissal

Undertime in excess of two (2) times in any month

1st Offense – Warning

2nd Offense – Maximum of 5 days suspension

3rd Offense – Maximum of 10 days suspension

4th Offense – Dismissal
Accumulated tardiness beyond grace period of 10 times within the year
1st Offense – Warning  
2nd Offense – Maximum of 5 days suspension  
3rd Offense – Maximum of 10 days suspension  
4th Offense – Dismissal  

Accumulated undertime of six (6) times within the year  
1st Offense – Warning  
2nd Offense – Maximum of 5 days suspension  
3rd Offense – Maximum of 10 days suspension  
4th Offense – Dismissal  

Failure to explain incomplete time entries at the end of the month  
1st Offense – Warning  
2nd Offense – Warning  
3rd Offense – Maximum of 5 days suspension  
4th Offense – Dismissal  

Absence without official leave  
1st Offense – Maximum of 10 days suspension  
2nd Offense – Dismissal  

Abandonment  
1st Offense – Dismissal  

Unauthorized leave after the reason applied for such leave has been denied  
1st Offense – Maximum of 10 days suspension  
2nd Offense – Dismissal  

Unauthorized Leave – The employee went on leave for meritorious or valid reasons but no application for leave was filed  
1st Offense – Warning  
2nd Offense – Warning  
3rd Offense – Maximum of 5 days suspension  
4th Offense – Dismissal  

In support of the policies presented, Section 121 no. 2 of the Manual of Regulations of Private Higher Education considers habitual absences and tardiness from classes and willful neglect of employment or assignment as grounds for terminating employment.

Timekeeping Reports Policies  
• The HRD is the only office authorized to generate and release timekeeping reports.  
• Timekeeping reports are released and distributed by the HRD to each office twice a month.  
• Timekeeping reports with incomplete or incorrect entries could be amended within the prescribed days imposed by the HRD.  
• Timekeeping reports with corrected entries should be signed by the employee and approved by his superior before submission to the HRD.

| Applicability: | All employees |
| Policy Approval Authority: | Director of the Human Resources Department |
| Related Policies or References | Employee Manual 2009  
Manual of Regulations for Private Higher Education (a.k.a. MRPS)  
Notice of Absence Form |
| Definition: |  |
| Prepared by | Planning, Funding and Development Office |
Approved by
Asst. Prof. Jeffrey Consignado
Date of Approval
11/18