

WORK HOURS & ATTENDANCE

Revised January 2005

SECTION: 7

A. WORK DAY AND HOURS

Work days and work hours may vary and are designed by the department head, with concurrence from the Mayor, to meet the needs of Tooele City and the general public.

B. WORK PERIOD

1. Police Officers – The normal work period for sworn police officers is 84 hours and consists of varying schedules over a 14-day period. The work period begins at 12:01 a.m. Sunday and ends at midnight on the second Saturday of the period. *(Effective February 6, 2005)*
2. All others – The normal work period for all other employees is 40 hours in a seven-day period. The standard work period begins at 12:01 a.m. Sunday and ends at midnight the following Saturday.

C. ATTENDANCE & LEAVE

1. Employees- All employees, except appointed employees, desiring to take leave during the employee=s work period must request such leave from their department head/supervisor as soon as possible. For leave to be authorized, it must first be approved by the department head/supervisor. Unapproved leave is unauthorized leave. Department heads will notify department employees of the procedure for requesting leave. Department heads/supervisors will keep a written record of requested and approved leave and will review such records when approving time cards to ensure accurate time reporting. Employees will keep daily records of hours worked and leave taken on the Time Report (Form #6).
2. Appointed Employees - Appointed employees desiring to take leave must request such leave from the Mayor by submitting an Absentee Request Form (Form #8) as soon as possible. Appointed employees who are exempt employees must keep record of paid leave on the Time Report (Form #6). This is necessary to notify payroll to deduct leave balances.

D. UNAUTHORIZED LEAVE

Unauthorized absences are grounds for disciplinary action. Any employee who is absent for three or more consecutive workdays without supervisor authorization may be deemed to have resigned. When the employee informs the appropriate supervisor of circumstances justifying the taking of leave with authorization, the supervisor may, but is not required to, provide written ratification authorizing the absence. In all such cases, the employee will comply with the time reporting procedures required in C., above. Such ratifications require the concurrence of the Mayor.

E. USE OF PAID OR UNPAID LEAVE

Specific policies exist which administer the use of paid and unpaid leave. Employees may reference those policies for specific leave requirements in addition to the requirements of this Section.