



BOYS & GIRLS CLUBS
of the ANTELOPE VALLEY

Time Keeping Policy for Exempt Employees

Purpose:

This policy is to inform you of AVBGC expectations as it refers to exempt employee timekeeping. All employees are required to accurately record time off and leave taken in accordance with the organization's timekeeping procedures. The purpose of this policy is to establish consistent expectations for recording attendance, leave, and schedule exceptions for employees classified as salaried and exempt. Timecard entries are maintained for payroll administration, leave tracking, attendance documentation, grant or contract requirements, and organizational planning.

Exempt employees play a critical role in achieving the Club's mission and are expected to exercise sound judgment, professionalism, and accountability in managing their responsibilities. While exempt employees are paid on a salary basis and are not compensated based on the number of hours worked, they are expected to maintain regular attendance, work their assigned schedule, and be available to meet the needs of the organization.

Entering Timecard for Exempt Employees:

Standard Schedule - Salaried-exempt employees will be assigned a regular 8-hour work schedule or availability window based on the operational needs of the Club. Unless otherwise approved, employees are expected to remain available and actively performing their responsibilities throughout their assigned schedule.

The regular schedule represents the employee's normal availability and accountability expectations. Salaried-exempt employees are not required to clock in and out each day. However, they are responsible for maintaining accurate and timely timecard and leave records.

Enter **8 hours worked** on your ADP timecard for each regularly scheduled workday. You do not need to enter specific start, end, or lunch times. This entry is required for grant allocation and purposes.

Leave accruals, balances, and general time off:

- Available accrued vacation or other applicable paid leave must be reported accurately. Use the below time off codes as applicable to your absence.
- **Time Off** - Continue to accurately record any time away from work using the appropriate pay code:
 - Sick Leave - 40 hours of Sick Leave (After 90 days of employment)
 - Mental Health Day (32 hours per year)
 - Vacation
 - 40 hours after 1 year
 - 80 hours after 3 years
 - 120 hours after 6 years
 - 160 hours after 10 years
 - Holiday (12 Days)
 - Exempt Absence (No PTO Available)
- If accrued leave has been exhausted, employees must still accurately report the time off using the

appropriate payroll or leave code. In this case, use Exempt Absence (No PTO Available). This code will enable appropriate tracking for the time off and Payroll purposes. Please note that once all available paid leave balances have been exhausted, additional approved time off may be unpaid:

- Full-day personal absences may be unpaid where permitted by law
- Full-day sickness or disability absences may be unpaid where permitted under the Club's applicable leave plan and the law
- Any unpaid salary deduction must be reviewed and approved by Human Resources before payroll is processed.

Unexcused absences and attendance issues may be addressed through the organization's corrective action process.

- **Partial-Day Absences** - Vacation may be taken in half- or full-day increments for exempt (salary) employees. If you work only half of the day, please record only the hours you actually worked and use the appropriate leave code for the remaining time. Partial-day absences will generally remain paid, but may be documented and addressed under attendance and performance expectations.

Submitting Timecards

Timecards should be entered daily and must be submitted by the end of the day on the last day of the pay period.

- Pay periods - 1-15th of the month and 16 - 30th/31st of the month
- Pay days - While AVBGC aims to issue paychecks in five (5) business days after the last day of the pay period, please be aware that delays due to holidays, processing, or banking schedules may affect the exact payday.

Work-Life Balance:

The organization values and supports a healthy work-life balance and recognizes that exempt employees may occasionally work outside their regularly scheduled hours to meet business needs. However, exempt status does not provide unrestricted flexibility to modify established work schedules. Exempt employees are expected to work their regularly assigned days and hours, remain available during their scheduled work hours, and meet the responsibilities and expectations of their position. While there may be occasional instances where an employee adjusts their schedule, arrives later, or leaves earlier with prior supervisory approval, these situations are intended to be infrequent exceptions rather than a regular practice or ongoing arrangement. For example, working an extended day, attending a required weekend event, or supporting after-hours needs does not automatically create approval for a later arrival, early departure, or absence on another day. Any schedule adjustment related to these circumstances must be discussed with and approved by management in advance.

If you have any questions about how to complete your timecard, please don't hesitate to reach out to Human Resources at hr@avbgc.org.