

## ILLINOIS STATE POLICE PER-025, TIMEKEEPING

<b>RESCINDS:</b> PER-025, 2016-027, revised 04-25-2016.	<b>REVISED:</b> 03-23-2017 <b>2017-017</b>
<b>RELATED DOCUMENTS:</b> PER-024, PER-027, PER-036	<b>RELATED CALEA STANDARDS:</b> 22.2.1, 41.1.1, 41.1.2, 52.1.8, 52.2.7

### I. POLICY

The Illinois State Police (ISP) will:

- I.A. Establish procedures for granting and regulating off-duty time.
- I.B. Ensure all employees are informed of the off-duty time with which they are credited and the manner in which it accrues.
- I.C. Establish criteria and affix responsibility for granting and scheduling off-duty time.
- I.D. Establish and maintain accurate uniform timekeeping procedures for on-duty and off-duty time.
- I.E. Establish and maintain accurate uniform timekeeping procedures in accordance with the State Officials and Employees Ethics Act, 5 ILCS 430/ 5-5(c).

### II. DEFINITIONS

Numerical activity codes apply to officers only.

- II.A. Break time – paid rest period during an employee’s work shift as per applicable collective bargaining agreements.
- II.B. Command time - compensatory time earned by command officers (Master Sergeants and above. Activity code is 530.).
- II.C. Compensatory time - authorized time earned and taken for hours worked in excess of the regularly scheduled shift on workdays and authorized hours worked on off-duty days (activity code 505 with suffix).
- II.D. Compensatory time taken - off-duty time taken only by officers, earned in premium pay period (activity code 525).
- II.E. Dock time - absence, without pay, authorized at the discretion of management for time frames less than one-half month (activity code 520). Requires the use of the Illinois State Police Dock Authorization, form ISP 2-087 (available in the ISP Document Library at <http://maphome/documentlibrary/>), and entry by employee in eTIME.
- II.F. eTIME – Central Time & Attendance System utilized by code employees to report required timekeeping data.
- II.G. Equivalent Earned Time (EET) - equivalent time earned and taken by non-union code employees, exempt under the Fair Labor Standards Act, and in positions not eligible for overtime compensation for hours worked in excess of 37.5 hours per workweek.
- II.H. Family – refer to the applicable labor agreement, policy or Personnel Rules for definitions of family.
- II.I. Family illness - authorized accrued sick time taken for the care of an ill or injured family member. Also included is bereavement leave as defined in Article 19 of the officer collective bargaining agreement (activity code 516).

- II.J. Family Medical Leave Act (FMLA) - a federal law that allows eligible employees to balance their work and family life by taking reasonable job protected time-off for certain family and medical reasons. The FMLA seeks to accomplish these purposes in a manner that accommodates the legitimate interests of employers, and minimizes the potential for employment discrimination based on gender, while promoting equal employment opportunity for men and women. For details of eligibility and use of FMLA, see ISP Directives PER-036, "Leave of Absence," and Addendum 1 to PER-036, "The Family Medical Leave Act."
- II.K. Holiday time – time earned and taken off provided by the State to employees for use in observing the holiday or time accrued when an employee works on holidays or the holiday falls on the employee's regular scheduled day-off (activity code 509).
- II.L. Holidays - days specifically recognized by the state of Illinois or listed in collective bargaining agreements, or any additional days proclaimed as holidays or non-working days by the Governor of the state of Illinois or by the President of the United States.
- II.M. Jury duty - authorized time taken when an individual is required to serve jury duty (activity code 519).
- II.N. Leave of absence - leave, without pay, for any reason other than military (activity code 513).
- II.O. Meeting time - an authorized time to attend professional organization meetings (activity code 518 with suffix).
- II.P. Military duty time - time taken for a military reserve training tour of active duty with any component of the military services or the National Guard under orders (activity code 508).
- II.Q. Personal leave – authorized accrued time taken for individual reasons (activity code 521).
- II.R. Personal sick time – authorized accrued time taken for personal illness or injury not related to duty or work status (activity code 515).
- II.S. Physical Training Day – eligible sworn officers who have successfully passed all events of the Department's Physical Fitness Inventory Tests will receive one (1) day (eight hours) of 521p time.
- II.T. Regular day off - a non-work day regularly scheduled by supervisory personnel, excluding approved holidays, personal leave days, and vacation days (activity code 501).
- II.U. Relieved of duty with pay - time taken by the order of an authorized supervisor (activity code 507).
- II.V. Request for Sick Time - Domestic Dependent Family, form ISP 1-218 (available in the ISP Document Library at <http://maphome/documentlibrary/>) – a form to be completed by an employee upon request by his/her supervisor. This form, along with additional documentation that is listed on the back of the form, must be returned to the supervisor to obtain approval for the employee's use of sick time that benefits a member of his/her domestic dependent family.
- II.W. School Visitation Leave - authorized unpaid leave taken during the school year by parents and guardians who would otherwise be unable to meet with educators or participate in primary or secondary school functions of their children because of a work conflict.
- II.X. Service-connected sick time - authorized time taken off-duty because of an illness or injury contracted or suffered while on duty or work status (activity code 512).
- II.Y. Suspension - designated off-duty time, without pay (activity code 506).
- II.Z. Unauthorized absence - time taken by an individual without the permission of an immediate supervisor (activity code 517).
- II.AA. Vacation - a specific number of hours and minutes earned monthly by personnel who work at least one-half of the work days of the month, except those on temporary, emergency, or contractual status in accordance with established rates (activity code 503 and 503N):

II.BB.

**Accrued vacation time is shown as days per year, or time per month**

<b>COMPLETED YEARS OF SERVICE</b>	<b>SWORN</b>	<b>CODE</b>
Less than 5	10 days or 6 hours, 40 min.	10 days or 6 hours, 15 min.
5	15 days or 10 hours	15 days or 9 hours, 22.5 min.
9	17 days or 11 hours, 20 min.	17 days or 10 hours, 37.5 min.
14	20 days or 13 hours, 20 min.	20 days or 12 hours, 30 min.
19	22 days or 14 hours, 40 min.	22 days or 13 hours, 45 min.
25	25 days or 16 hours, 40 min	25 days or 15 hours, 37.5 min.

III. RESPONSIBILITIES

- III.A. Employees are responsible for accurately reporting their timekeeping.
- III.B. Supervisors will:
  - III.B.1. ensure timekeeping for their subordinates is accurately reported; and
  - III.B.2. be responsible for processing non-eTIME timekeeping and overtime requests to the appropriate timekeeper.
- III.C. Timekeepers will:
  - III.C.1. ensure completion of semi-monthly electronic department attendance reports for employees unable to use eTIME as per Section IV.C.16, Timekeeping Records Reporting;
  - III.C.2. ensure approved attendance reports for employees unable to use eTIME are e-mailed to the Central Payroll Timekeeper within three working days after the end of the pay period;
  - III.C.3. ensure a copy of the approved attendance report and attached time-off/overtime requests are retained at the work location; and
  - III.C.4. ensure approved amendments to attendance reports for code employees unable to use eTIME are processed as per Section IV.C.16, Timekeeping Records Reporting.

IV. PROCEDURES

- IV.A. All timekeeping for sworn officers must be entered into the timekeeping system by the end of the third working day after the close of each pay period, afterwards a STAT-6 must be submitted to the Payroll Section, Public Safety Shared Services Center (PSSSC).
- IV.B. On-duty time
  - IV.B.1. Normal work day
    - IV.B.1.a. The normal workday for officers assigned to administrative positions in the central office or at the Academy, including instructors, staff, and students, will be from 8:30 a.m. to 5:00 p.m. Officers working a ten-hour workday may adjust their beginning and ending hours accordingly but will not be entitled to more time for lunch or breaks.
    - IV.B.1.b. Sworn officers who are members of RC-164 and working in administrative positions at the District level will work eight-hour days.
    - IV.B.1.c. The normal workday for officers assigned to field functions will be an eight, ten, or 12-hour shift with a total of one hour allowed for breaks, including meals.
    - IV.B.1.d. Officers may take this one hour break all at one time period or it may be broken into not more than three increments at the officer's discretion.
    - IV.B.1.e. The normal workday for code employees of the Department will be defined in the appropriate collective bargaining agreement or the Personnel Code.

- IV.B.2. In no instance will the break time be used at the beginning or the end of the shift to shorten the workday.
  - IV.B.3. All hours in a workday will be consecutive, except in the instance of a call back.
  - IV.B.4. Break Time – Code Employees
    - IV.B.4.a. Employee break time is defined by collective bargaining agreements. Normally employees are afforded two fifteen minute paid breaks, one during the first half of a shift and one during the second half of a shift.
    - IV.B.4.b. Break time will be approved and/or scheduled by the supervisor.
    - IV.B.4.c. Breaks will normally be taken away from employee work stations.
  - IV.B.5. In accordance with the State Officials and Employees Ethics Act, 5 ILCS 430/ 5-5c, State employees will submit weekly time sheets documenting the time spent each day on official state business to the nearest quarter hour. These time sheets must be submitted on paper or electronically and are to be maintained in any of those formats by the applicable fiscal office for a period of at least 2 years. Code employees registered in eTIME must use the Daily Time Report. Code employees not able to register in eTIME and sworn employees not calling in utilizing the CAD system must complete the Employee Weekly Timesheet form 1-226 (available in the ISP Document Library at <http://maphome/documentlibrary/>.) Completed Employee Weekly Timesheets must be emailed to Timesheets Timesheets on a weekly basis.
- IV.C. Off-duty time taken
- IV.C.1. Code employees utilizing eTIME must submit requests for employee absences utilizing the eTIME electronic system. Code employees not utilizing eTIME must submit requests for employee absences on form ISP 1-021, Request for Time Off (available in the ISP Document Library at <http://maphome/documentlibrary/>), or on an electronic equivalent. An electronic form can be authorized by a supervisor provided it collects, at a minimum, the employee's name, supervisor's name, quantity of time in hours or days to the nearest quarter hour, date, starting and ending time, type of time being utilized and the supervisor's approval. Supervisors will be held accountable for processing the request to the appropriate timekeeper.
  - IV.C.2. Sworn employees must submit requests for employee absences electronically, via the Lotus Time Request System. Sworn employees not utilizing the Lotus Notes Time Request System must submit request for employee absences on form ISP 1-021, Request For Time Off (available in the ISP Document Library at <http://maphome/documentlibrary/>), or on an electronic equivalent.
    - NOTE:** An electronic form can be authorized by a supervisor provided it collects, at a minimum, the employee's name, supervisor's name, quantity of time in hours or days to the nearest quarter hour, date, starting and ending time, type of time being utilized and the supervisor's approval.
  - IV.C.3. Regular days off for personnel within bargaining units will not be split except with the agreement of the supervisor, employee, and the appropriate collective bargaining representative, if applicable.
  - IV.C.4. Vacation time for full-time employees
    - IV.C.4.a. Vacation time must be taken within 24 months after the calendar year in which it was earned, or it will be forfeited. For employees who are covered by a collective bargaining agreement, the Director may grant exceptions to exceed the 24 month limitation if the employee's vacation has been canceled, or if the employee has been called back to work, or if the employee has demonstrated good faith effort to use the time before the expiration date.

- IV.C.4.b. If an exception is granted to allow employees to carry over vacation time, this EXCESSIVE time will not be paid out if the employee separates from state service prior to using the excess time. This will not apply if the use of time was denied by the Department or if the employee was called back to work while on approved vacation and not allowed to use the time prior to retirement.
- IV.C.4.c. If the employee does not schedule his preference for the use of such time by October 31, the Department may schedule the employee off during the next calendar year.

**NOTE:** A sworn employee covered by a collective bargaining agreement requesting an exception will do so in writing explaining the necessity for the exception and a reasonable timeframe to take the vacation time. The letter will be forwarded through their chain of command for the Director's approval.

- IV.C.4.d. In order for an employee to receive vacation credit for the month, the employee must be in pay status at least one-half of the workdays during the month.
- IV.C.4.e. In computing vacation time for officers, the increase in rate commences on the first of the month in which the officer's vacation earning date falls.
- IV.C.4.f. In computing vacation time for code personnel, the increase in rate commences on the first of the month in which the employee's vacation earning date falls, provided his/her anniversary date is on or before the 16<sup>th</sup> of that month. If the anniversary date is after the 16<sup>th</sup> of that month, then the increase in rate commences on the first day of the following month.
- IV.C.4.g. The Payroll Section will compute vacation time for employees with interrupted continuous service.
- IV.C.4.h. Employees who have had prior state service may use that time to count toward current vacation earning rates.
  - IV.C.4.h.1) An employee is responsible for obtaining verification of employment dates (including leaves of absence) from the agency(s) where previously employed.
  - IV.C.4.h.2) This written verification will be sent to the PSSSC, which will provide a copy to the Payroll Section. Payroll will then compute the correct vacation earning rate and advise, by letter, the employee and the respective department timekeeper.
- IV.C.4.i. At the time an employee terminates from state service, the employee's balance of unused vacation time will be rounded to the nearest hour and will be paid in a lump sum at the appropriate hourly rate, if the employee has at least six months continuous service with the State.
- IV.C.4.j. Sworn employees may take vacation time in one-half ( $\frac{1}{2}$ ) hour increments.
- IV.C.4.k. Code employees may take vacation time in 15-minute increments after the first one-half ( $\frac{1}{2}$ ) hour is taken.
- IV.C.4.l. Employees will use the same number of hours of vacation time per day as they are required to work for each normal workday. Example: an officer on a ten-hour shift will use ten hours of vacation time for each day of vacation taken.
- IV.C.4.m. Accrued time cannot be used to extend the employee's resignation date.

#### IV.C.5. Vacation time for part-time employees

- IV.C.5.a. Vacation credits for a part-time employee required to work a specified number of days and hours per week will accrue in proportion to the time worked.
- IV.C.5.b. Vacation credits for an hourly or daily employee will accrue at the rate of one day earned for every 197.75 hours worked. Overtime worked does not accumulate toward earned vacation.
- IV.C.5.c. Employees working on a contractual, temporary, or emergency basis for the Department are not part-time employees.

## IV.C.6. Vacation scheduling

- IV.C.6.a. In the interest of effective scheduling and establishing the latitude to meet emergencies, officers may be granted vacation time in advance of it being earned. The amount of advanced vacation, however, is restricted to the amount to be earned during that particular calendar year.
- IV.C.6.b. Scheduling of vacation time for employees will be in accordance with the respective collective bargaining agreement or the Personnel Code and in consideration of the operating needs of the Department.
- IV.C.6.c. No vacation time can be used until officers have completed six months of service. Code employees may use vacation time with supervisory approval during the first six months of service subject to applicable collective bargaining agreement provisions.
- IV.C.6.d. Vacation requests must be submitted by the respective collective bargaining agreement deadline to ensure preferences are honored. However, vacation requests may be submitted at any time.
- IV.C.6.e. Approval of vacation time will be by the employee's immediate supervisor or designee in the supervisor's absence.

## IV.C.7. Holidays

- IV.C.7.a. Officers will use holiday time (509) when taking time off on holidays. However, eight hours holiday time will be accrued (regardless of an eight or ten-hour work schedule) if an officer is on an off-duty code listed below:
  - IV.C.7.a.1) Regularly scheduled day off (501)
  - IV.C.7.a.2) Military duty time (508)
  - IV.C.7.a.3) Jury duty (519)
  - IV.C.7.a.4) Personal sick time (515)
  - IV.C.7.a.5) Family illness (516)
- IV.C.7.b. Officers must request the time off prior to the holiday and must have a time balance equal to or exceeding the amount of time off requested. A supervisor, who will make the appropriate determination based on operational needs, must grant approval.
- IV.C.7.c. Holiday hours will not be accrued by any officer if they are on the following off-duty codes:
  - IV.C.7.c.1) Day off due for regular day off worked (502) (For use by Lieutenants and above and must be used in the current or subsequent pay period of the regular day off worked.)
  - IV.C.7.c.2) Vacation (503 and 503N)
  - IV.C.7.c.3) Compensatory Time (505 all suffixes)
  - IV.C.7.c.4) Suspension (506); supervisors and commanders preparing disciplinary correspondence for short time periods (less than ten work days or less than 80 hours) will select dates that do not include state holidays
  - IV.C.7.c.5) Relieved of duty with pay (507)
  - IV.C.7.c.6) Service-connected sick leave (512)
  - IV.C.7.c.7) Leave of absence (513)
  - IV.C.7.c.8) Unauthorized absence (517)
  - IV.C.7.c.9) Dock (520)
  - IV.C.7.c.10) Personal Leave (521)
  - IV.C.7.c.11) Compensatory time taken [earned premium pay period (525)]
- IV.C.7.d. Sworn employees may take holiday time in one-half (½) hour increments while code employees may take holiday time in 15 minute increments.
- IV.C.7.e. Officers who are required to work a regular tour of duty on a designated holiday will earn Holiday Time consistent with their respective collective bargaining agreement. An officer taking holiday time off will be required to use that amount of time consistent with their assigned work schedule.

- IV.C.7.f. When a holiday falls on a code employee's regularly scheduled day off or an employee works on a holiday, equivalent time off will be granted the employee during the following 12-month period.
- IV.C.7.g. If a code employee is docked the day before or the day after a holiday, the employee will be docked for the holiday. Exceptions for employees covered by collective bargaining may be granted for good cause.
- IV.C.7.h. Holiday time earned must be taken within 12 months of the date earned or the holiday time will be forfeited.
- IV.C.7.i. Cash payment for holidays worked is provided for in certain collective bargaining agreements. In those situations, supervisory personnel will honor the employee's right to elect appropriate cash payment as stipulated.

IV.C.8. Sick time

IV.C.8.a. FMLA notification

- IV.C.8.a.1) All ISP Commanders/Supervisors/Managers shall notify the FMLA Coordinator, PSSSC, via e-mail when an employee uses more than three (3) consecutive sick days or when Commanders/Supervisors/Managers become aware of a situation that might qualify for FMLA, even if the employee is not currently absent from work.
- IV.C.8.a.2) The FMLA Coordinator will send an information packet to employees who fit into the above categories.

IV.C.8.b. Officers

Officer sick time (including service-connected sick time) policy and procedures are contained in the directive PER-027, "Sick Time - Sworn."

IV.C.8.c. Code employees

- IV.C.8.c.1) Each code employee, except those on emergency, temporary, or contractual status, in paid status for at least half of each month, will be credited one sick day for that month. Unused sick leave credit will be accrued from year to year.
- IV.C.8.c.2) A code employee with more than two years continuous service, whose personnel records warrant it, may be advanced sick leave with pay for not more than ten working days with the written approval of the Department and the Director of the Department of Central Management Services.
  - IV.C.8.c.2)a) Such advances will be charged against sick leave accumulated later in subsequent service.
  - IV.C.8.c.2)b) A code employee desiring advanced sick leave will make the request to his respective Deputy Director who will send the written request to the PSSSC. Thereafter, the employee cannot use any additional sick leave until the borrowed sick days have been repaid.
- IV.C.8.c.3) If a supervisor believes a subordinate's absence to be questionable and/or abusive, he/she may request:
  - IV.C.8.c.3)a) A doctor's certificate
  - IV.C.8.c.3)b) Completion of the ISP 1-218, including additional documentation that is listed on the back of the form.

IV.C.8.c.4) A code employee who suffers an on-the-job injury will be allowed full pay during the first five working days of absence without using accumulated sick leave or other benefits once authorized as a service-connected injury or illness. The employee then has a choice of using personal sick leave, personal leave, vacation, holidays, compensatory time, or may accept salary compensation as provided in the Workers' Compensation Act. AFSCME bargaining unit employees whose compensable service-connected injury or illness requires appointments with a doctor, dentist, or other professional medical practitioner shall, with supervisor approval, be allowed to go to such appointments without loss of pay and without utilization of sick time. Proof of attendance at such appointments may be required.

IV.C.8.d. Retirement reimbursement

IV.C.8.d.1) Upon retirement from state service for any reason (provided the employee is not hired in another state position within four days of such separation), one-half of the sick leave earned and not used on/after January 1, 1984, but before January 1, 1998, will be paid at straight time.

IV.C.8.d.2) If the employee is separating for retirement purposes, the employee has the option of paying the retirement contribution on the sick leave lump-sum payment and receiving service credit for the sick time paid. A Retirement Contributions On Lump Sum Payment For Sick Leave, Vacation and/or Personal Days form (1404), will be signed by the separating employee authorizing the payroll deduction for the retirement contribution.

IV.C.8.e. Separation, resignation, or discharge reimbursement

IV.C.8.e.1) Upon separation, resignation, or discharge from state service for any reason (provided the employee is not hired in another state position within four days of such separation, resignation, or discharge), one-half of the sick leave earned and not used on/after January 1, 1984, but before January 1, 1998, will be paid at the same rate as straight time.

IV.C.8.e.2) Any unused accumulated sick leave earned prior to January 1, 1984, one-half of the unused sick leave earned on/after January 1, 1984, but before January 1, 1998, and any unused accumulated sick time earned on or after January 1, 1998, and not paid, will be reported to the State Employees Retirement System and will be credited to the separating employee for calculating his pension benefits for retirement purposes only.

IV.C.8.f. Part-time employees

IV.C.8.f.1) Sick leave credit for an employee working one-half time will be granted at the rate of one-half day per month after 30 days of continuous service, or prorated by the amount of time worked.

IV.C.8.f.2) Hourly and daily employees earn one day of sick leave after working 163.125 hours. Overtime worked does not accumulate toward sick leave.

IV.C.8.f.3) Temporary, emergency, or contractual basis employees are not considered part-time employees.

IV.C.9. Jury duty

- IV.C.9.a. Upon submission of the official notification, officers called to jury duty will be granted a leave of absence for the duration of such service. If the jury duty is during the officer's scheduled work days, the officer will be entitled to receive full pay during the period of jury duty provided the officer pays to the Department all amounts received for jury service.
- IV.C.9.b. A permanent code employee called for jury duty or subpoenaed will be allowed time away from work with pay for such purposes. Upon receiving the sum paid for jury service or witness fee, the code employee will submit the warrant or its equivalent to his/her cost center for transmittal to the Fiscal Management Bureau to be returned to the fund in the State Treasury from which the employee's original payroll warrant was drawn.
- IV.C.9.c. A code employee or officer may elect to fulfill such call or subpoena by using appropriate off-duty time and retain the full amount received for such service.
- IV.C.9.d. Emergency, temporary, or contractual employees will be allowed time off without pay for jury duty and will be permitted to retain the fees paid for such service.

IV.C.10. Personal leave

- IV.C.10.a. An employee, except those in emergency, temporary, or contractual status, will be permitted three days each calendar year for personal business. Personal leave is not earned leave.
- IV.C.10.b. A code employee who enters state service during the year will be given credit for personal leave at the rate of one-half day for each two months service for the calendar year.

Beginning date time period	Annual personal leave
01/01 through 02/15	3 days
02/16 through 04/15	2 ½ days
04/16 through 06/15	2 days
06/16 through 08/15	1 ½ days
08/16 through 10/15	1 day
10/16 through 12/15	½ day
12/16 through 12/31	None

- IV.C.10.c. Sworn employees receive three personal leave days per calendar year. Upon graduation from the ISP Academy, new officers will be given ½ day for each two months service after graduation for the calendar year in which the officer graduated.
- IV.C.10.d. Unused personal leave is not accrued from year to year.
- IV.C.10.e. Personal leave use:
  - IV.C.10.e.1) RC-29 personnel may use personal leave in 15-minute increments after the first one-half (½) hour is taken. Non-contract and AFSCME covered employees may use personal leave in increments of 15-minute after the first one-half (½) hour is taken.
  - IV.C.10.e.2) Officers are permitted to use personal leave in one-hour increments.
- IV.C.10.f. Daily and hourly employees will be credited with one-half hour of personal leave after working 326.25 hours. Overtime worked does not accumulate toward personal leave.
- IV.C.10.g. Employees may be paid for one-half of their personal leave upon death or upon retirement if they draw a pension within 30 days of their departure.
- IV.C.10.h. An employee shall be awarded one additional personal leave day on January 1st of each calendar year if they were in full-paid status for the preceding year and no sick time was used.

## IV.C.11. Command Time

- IV.C.11.a. Officers who hold the rank of Master Sergeant, or above, earn 15 minutes per day worked (code 530). Maximum command time earned is 40 hours per calendar year.
- IV.C.11.b. Command officers are permitted to carry over unused balances of command time (code 530) up to two years (a total of 24 months). Command time shall have no cash value at retirement or separation, and cannot be used to purchase service credit at retirement.
- IV.C.11.c. Master Sergeants and Lieutenants may earn compensatory time for call outs and court time if the call outs and/or court times occur outside their normal work shifts (code 535). Compensatory time will be earned as straight time, (hour for hour), and can be taken in one-half hour increments. Such compensatory time shall have no cash value at retirement or separation, and cannot be used to purchase service credit at retirement.

## IV.C.12. EET

- IV.C.12.a. Code employees who are non-union, exempt under the Fair Labor Standards Act, and in positions not eligible for overtime compensation may receive EET for hours worked in excess of 37.5 actual work hours in a workweek.
- IV.C.12.b. Eligible employees will request approval to accrue EET before working in excess of 37.5 actual work hours in a workweek utilizing the eTIME system. Approval of requests for EET will be authorized by the supervisor using the eTIME system. Requests for EET may be granted by the Department at its discretion, considering its operating needs.
- IV.C.12.c. EET will be accrued at straight time in no less than one-quarter (1/4) hour increments up to a maximum of 240 hours.
- IV.C.12.d. Time spent in travel outside the normal work schedule will not be counted toward accrual of EET.
- IV.C.12.e. Vacation, sick, and personal business time count as time worked to calculate total hours worked per workweek. However, unpaid time-off does not count as hours worked toward calculation of the 37.5 hours per week.
- IV.C.12.f. EET is not payable in cash at any time.
- IV.C.12.g. EET may not be converted into Compensatory Time and in the event the employee moves into a bargaining unit position, he/she shall retain their EET balance upon their positions' coverage in an AFSCME represented bargaining unit. Subject to prior supervisory approval, and based on operating needs, employees will exhaust all EET prior to using accrued vacation, holiday, or compensatory time, except when an employee has time that will be lost if not used in the calendar year.
- IV.C.12.h. EET may be used in 15-minute increments after the first one-half (1/2) hour is used.

## IV.C.13. Dock Time

- IV.C.13.a. Authorized dockage should be approved or denied consistent with the provisions of Affirmative Attendance as outlined in the AFSCME and IFPE collective bargaining agreements.
- IV.C.13.b. Generally, employees will not be afforded the use of authorized dockage when benefit time is available.
- IV.C.13.c. Absences not reported within 1-hour of the start of a shift are unauthorized.

## IV.C.14. School Visitation Leave

- IV.C.14.a. School Visitation Leave will be available to both code and sworn employees.
- IV.C.14.b. A maximum of 24 hours of School Visitation Leave may be used per fiscal year.
- IV.C.14.c. No more than four (4) hours may be used per day.
- IV.C.14.d. If time will be made up, it must be made up in the same workweek.

- IV.C.14.e. If the employee chooses to be docked for School Visitation Leave, timekeeping code "DS" will be entered on the code employee's time sheet; sworn employees will use activity code "520." For code employees utilizing eTIME, a request must be made electronically.
- IV.C.14.f. The employee must submit a written request to his/her supervisor at least seven (7) days in advance. In emergency situations, 24 hours' notice will be acceptable. The School Visitation Leave form, ISP 2-497 (available in the ISP Document Library at <http://maphome/documentlibrary/>), will be used to document School Visitation Leave.
- IV.C.14.g. The employee is not required to exhaust all accrued vacation leave, personal leave, compensatory leave, or any other leave before using School Visitation Leave.
- IV.C.14.h. The employee must obtain documentation from a school administrator and submit to his/her supervisor within two (2) working days of the school visitation or participation, or the employee may be subjected to the standard disciplinary procedures imposed for un-excused absences from work.
- IV.C.14.i. As docked School Visitation Leave occurs, the timekeeper will forward the School Visitation Leave form to the Payroll Section, PSSSC.

#### IV.C.15. Inclement weather

- IV.C.15.a. When an employee cannot report to his/her regularly scheduled work assignment or a work site is open but an employee cannot be at the work site, he/she will account for the absence by use of accrued time such as:

- IV.C.15.a.1) Vacation time
- IV.C.15.a.2) Personal leave
- IV.C.15.a.3) Compensatory time
- IV.C.15.a.4) Holiday time

- IV.C.15.b. When an emergency shutdown occurs or a work site is closed after the start of a work shift, an employee will be released, with pay, for the remainder of the shift. See paragraph III.C.15.e. of this directive for shutdowns or closures because of weather.
- IV.C.15.c. If a work site is closed and prior notice is given the employee, the employee will account for the time as in paragraph III.C.15.a. of this directive.
- IV.C.15.d. An employee, who has made prior arrangements to be absent on a day a work site is closed for part or the entire shift because of weather, will be charged in accordance with the prior arrangements for the entire shift.
- IV.C.15.e. In situations where weather conditions arise during a work period creating safety issues for certain employees at the work site (such as those living outside the work site area), at the local manager's discretion, employees may be released with the understanding the release time will be charged against vacation, holiday, personal leave, or accrued compensatory time. In the absence of any such available time, special arrangements may be made for extra work to offset lost work time.
- IV.C.15.f. In the event an officer cannot work his/her regular assignment, nothing in this policy will prevent his supervisor from reassigning him to an alternate work site or assignment.

#### IV.C.16. Timekeeping Records Reporting

- IV.C.16.a. The Department will maintain individual timekeeping records. For sworn employees, the Payroll Section via the DAYS computer program will furnish time balances to each employee on an ongoing basis. For code employees, time balances are available in eTIME.
- IV.C.16.b. The electronic department attendance report for code employees unable to use eTIME will be prepared semi-monthly by the Department timekeepers.
  - IV.C.16.b.1) The timekeeper will forward the electronic attendance report to the work location Commander/Bureau Chief/Lab Director, or designee, for review and approval.

IV.C.16.b.2) The work location Commander/Bureau Chief/Lab Director will check to insure the attendance report reflects the appropriate request for time off and will insure supporting documentation is maintained.

IV.C.16.c. For employees unable to use eTIME only, entries on the semi-monthly, electronic department attendance report for code employees will be made using the codes contained in Addendum 1.

IV.C.16.c.1) The electronic attendance report is currently available in Excel.  
 IV.C.16.c.2) Electronic attendance reports completed by the timekeeper should be e-mailed to the Central Payroll Timekeeper within three working days after the end of the pay period. The Timekeeper at the work location must retain a copy of the attendance report with copies of time-off/overtime requests attached. In locations where time-off/overtime requests are maintained electronically, the Timekeeper must be able to produce copies if required for audit purposes.

IV.C.16.d. Amended attendance reports for code employees unable to use eTIME can be amended, with supervisory approval, to correct any error for a previously reported payroll period in the current fiscal year by following the directions in paragraph III.C.15.d.1).

IV.C.16.d.1) The attendance sheets are addressed to *codeattendancereports@isp.state.il.us*.

IV.C.16.d.1)a) The sheets are only sent once.

IV.C.16.d.1)b) Send any changes after submitting the attendance sheets to *codetimekeeping@isp.state.il.us*.

IV.C.16.d.1)c) Do not resubmit the attendance sheets.

IV.C.16.d.2) The amendments go to *codetimekeeping@isp.state.il.us* . They must be sent in the following format:

Name:

Social:

Timekeeping Code: (this is the number in the top left corner of your attendance sheets)

Date in Error:

Changes to be made:

Reason for the change:

IV.C.16.e. Amended reports for sworn officers must be submitted through the chain of command on a "STAT 6" to the Payroll Section, PSSSC.

| Indicates new or revised items.

**-End of Directive-**