
**The Roman Catholic Church of the Diocese of Phoenix
Human Resources Policies and Procedures**

Policy 2-7.1.10 Notification of Absences & Timekeeping

Accurate timekeeping is required for all employees of the Diocese of Phoenix. Employees who are nonexempt under the Fair Labor Standards Act (FLSA) are required to submit time sheets or time cards on a weekly basis. The time sheets or cards are used to calculate salary payments and are designed to meet federal and state labor law requirements concerning the maintenance of accurate work hours. Time sheets are not required for employees who are classified as exempt under the FLSA. Instead, an Exempt Employee Absence Report must be submitted for periods during which any type of approved leave is taken.

Overtime must be pre-authorized by the supervisor. To avoid the payment of overtime, all adjustments to the hours of nonexempt employees must be made within the same work week. (For example, if an employee needs to work 10 hours on a particular day, an adjustment must be made on another day or days within the same workweek to avoid the payment of overtime.)

Procedures at the Diocesan Pastoral Center:

Weekly Time Card Forms and Exempt Employee Absence Reports must be completed, as appropriate, by all Diocesan Pastoral Center employees. The forms are located on the Diocese of Phoenix web site, www.diocesephoenix.org. To obtain the forms, click on departments, Human Resources, and follow the link to forms.

Weekly Time Card Form (Nonexempt Only)

There is an area on the Weekly Time Card Form to record regular hours, sick, vacation, holiday, and other paid hours. Therefore, there is no need for a nonexempt employee to complete a separate Absence Report for hours indicated on the time card form. The Weekly Time Card Form must be signed by the employee and their supervisor and submitted to Human Resources in a timely manner. Failure to submit the time card in a timely manner could cause delays in the payroll process.

Exempt Employee Absence Report

Exempt employees must complete the Exempt Employee Absence Report form when they are away from work, whether the time off is with or without pay. Exempt employee's time off needs to be approved by the employee's supervisor and recorded in full day increments, except when the employee has been approved to take partial days under the Family Medical Leave Act. (See Lay Employee Benefits Policy.) The form must be signed by the employee and their supervisor and submitted to Human Resources immediately upon the employee's return to work.

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Procedures at Other Diocese of Phoenix Locations:

Diocese of Phoenix parishes, Catholic schools, Catholic Cemeteries, Mount Claret Center and all Newman Centers can adopt the Diocesan Pastoral Center Procedures or develop their own procedures.

See Forms: Sample Time Card; Sample Exempt Employees Absence Report

Approved by Bishop Thomas J. Olmsted on October 27, 2006