Accurately recording time worked is the responsibility of every employee. Federal and state laws require Lincoln University to keep an accurate record of time worked in order to calculate employee pay and maintain accurate leave balances.

- Upon employment it is mandatory that all administrative employees complete time sheets in order to accurately maintain vacation and sick time accrual balances. These time sheets are to be completed on a monthly basis and submitted to Payroll. Payroll must have time sheets for the pay period in order to generate a paycheck. Time sheets, which are submitted after payroll has been processed, will not be processed until the following pay period.
- All time sheets should be submitted to payroll on Monday, the week prior to payday.
- Time sheets are to be signed by the employee and submitted to their supervisor for signature.
- Time sheets need to accurately reflect used vacation and sick time in order for Human Resources to accurately maintain your vacation and sick leave accrual banks. Failure to accurately submit time used for vacation and sick leave is a violation of University policy, which will result in disciplinary action up to and including termination.

**Vacation Leave**

- All administrative, full-time employees accumulate 13.75 hours of vacation per month. This equals 165 hours (or 22 days) per year. Vacation time is accumulated on a fiscal year basis (July 1st to June 30th). You have six months from the end of one fiscal year to utilize your accumulated vacation balance. For example: Robert earns 22 days from July 1, 1998 through June 30, 1999. On June 30, 1999 Robert has 10 days remaining from the 1998/1999 fiscal year. Robert then has until December 31, 1999 to use the 10 days or forfeit the remaining. **Vacation time not taken during the specified period will be forfeited. Employees are not entitled to payment in lieu of taking vacation time.**
- In order for Payroll and Human Resources to accurately account for accumulated vacation, you must accurately report time used on your time sheet.
- Vacation must be scheduled at least one (1) week in advance.
- Vacation time must be taken at a time mutually agreeable to the supervisor and the employee.

**Sick Leave**

- All administrative, full-time employees accumulate 7.50 hours of sick time per month. This equals 90 hours or 12 days per year. Unused sick time will be accumulated to a maximum of 450 hours (or 60 days). Employees are not entitled to payment in lieu of sick time accumulated but not taken.
- In order for Payroll and Human Resources to accurately account for accumulated sick time, you must accurately report time used on your time sheet.

Failure to adhere to these procedures will result in disciplinary actions. If you have any questions please contact the Office of Human Resources at extension 8059.

*Director, Office of Human Resources*