

# ADMINISTRATIVE REGULATION

7342

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT

HUMAN RESOURCES

## ENTERING EMPLOYEE TIME AND LEAVE

### I. LEAVE REPORT PROCEDURES

- A. Any leave from work normally falls into one or more of the following categories and such leave may be paid or unpaid depending upon the nature and the related contractual or policy requirements:
  - 1. Earned sick leave,
  - 2. Leaves identified in the collective bargaining agreement, or
  - 3. Miscellaneous leaves approved by the District.
- B. All leaves must be reported, entered, and approved in the District electronic tracking system. Employees are responsible for the timely and accurate reporting of their tardies and absences to their supervisors and the entry of their leave into the District's electronic tracking system.
- C. The Payroll Office refers to the information entered and approved in the electronic system when making salary and/or sick leave deductions. The amount of deduction depends upon the information entered into the electronic system.

### II. TIME ENTRY PROCEDURES

- A. Any time worked normally falls into one or more of the following categories and such time may be paid or unpaid depending upon the nature and the related contractual or policy requirements:
  - 1. Overtime,
  - 2. Compensatory Time,
  - 3. Hourly Counselor Time,
  - 4. Hourly Librarian Time,
  - 5. Hourly Faculty Substitute Time, or
  - 6. Miscellaneous time worked approved by District.
- B. All time must be reported, entered, and approved in the District electronic tracking system. Employees are responsible for the timely and accurate reporting of their time to their supervisors and the entry of their time into the District's electronic tracking system.

- C. The Payroll Office refers to the information entered and approved in the electronic system when paying out compensation. The amount of compensation depends upon the information entered into the electronic system.
- D. It is the responsibility of employees to verify their leave accrual balance with their payroll specialist to ensure that their leave usage does not exceed available balances. Employees may not use leave that has not yet accrued or leave that has been exhausted.

### III. CONSEQUENCES OF VIOLATIONS

Employees of the District who fail to comply with time and leave requirements may be subject to disciplinary action in accordance with established disciplinary procedures and collective bargaining agreements.