

# STATE OF COLORADO

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## DEPARTMENT OF MILITARY AND VETERANS AFFAIRS

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**Policy Title:** Time Sheets and Leave Requests

Bill Ritter, Jr.  
Governor

**Effective Date:** 1 August 2008

H. Michael Edwards  
Major General  
The Adjutant General

**Summary:** Provides Policy on Time Sheets and Leave Requests

**Applicability:** All State Employees of DMVA

**Staff Proponent:** Director of Personnel

**Supersedes:** Policy Memo 16 November, 2004; Time Sheets for Exempt Employees

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### A. Introduction

The Fair Labor Standards Act (FLSA) requires that basic time records be maintained for both exempt and non-exempt employees. Time records must be certified by both the employee and the supervisor and are the basis for overtime calculation and compensation for non-exempt employees.

### B. Definitions

Non-exempt employees are those that are eligible for all provisions of the FLSA (i.e., non-exempt employees are eligible for overtime compensation).

Exempt employees are those that are not eligible for specific provisions of the FLSA (i.e., exempt employees are not eligible for overtime compensation, regardless of the hours they work).

### C. Policy

Effective immediately **all** DMVA employees are required to prepare and submit a bi-weekly or monthly time sheet to their supervisors for review and approval. Timesheets are available on the DMVA website under Human Resources, Forms. Supervisors must immediately reconcile, sign, and forward original time sheets received from employees to the Accounting and Finance Office, Payroll. The following provisions apply to time sheets:

- *Bi-weekly* time sheets should arrive at the Payroll office by Tuesday of the week following completion of pay period (schedules are available from the Payroll office).
- To ensure prompt payment of overtime, shift pay, and other pay adjustments, all *monthly* time sheets need to be in Payroll no later than the 5<sup>th</sup> day of the following month.

- Supervisors will be notified of any incorrect or missing time sheets or leave requests. Time sheets with white-out or that have cross-out errors are not acceptable and will be returned to the supervisor for a clean copy with signatures.
- Periods where the employee or the supervisor is unavailable for signature when time sheets are due, the employee or supervisor must submit the time sheet without the signature of the absent party. However, it must be followed up with the original signed version to Payroll within two days of the absent party's return to work.
- Supervisors should maintain copies of all time sheets submitted to Payroll for at least one year. After one year, supervisor copies should be shredded.
- Compensatory time is not leave, but a form of compensation. Therefore, it is not included in the calculation of work hours for overtime purposes.
- Time worked must be recorded in 15-minute units (rounded to the nearest quarter hour). An employee shall not be required to start early or leave late by less than seven and one-half minutes in order to avoid paying for the 15-minute increment.
- Breaks during work are not mandatory. If granted, breaks of up to 20 minutes are work time. Breaks shall not offset other work time or substitute for paid leave; be taken at the beginning or end of the workday; nor be used to extend meal periods.
- Ordinary travel to and from work is not work time. Travel from work site to work site is work time. When an employee is required to travel a substantial distance to perform a job away from the regular work site, the travel is work time.
- Mandatory training or meetings are work time. Voluntary training during work hours, as approved or required by the supervisor, which is directly related to an employee's job and is designed to enhance performance, is work time. Voluntary training after hours to gain additional skill or knowledge is not work time, even if it is job related.

All employee leave requests should be submitted as far in advance as possible by completing a State of Colorado Leave/Absence Request and Authorization form (available on DMVA website under Human Resources, Forms). Supervisors may deny or determine the type of leave to be used for absences. Unauthorized use of any leave may result in the denial of paid leave and/or corrective or disciplinary action. The following provisions apply to requesting leave time:

- Leave requests need to include dates, times, and descriptions of the leave being taken. Include proper backup for the following types of leave: military leave (military orders), jury duty (court notice), funeral leave (funeral notice), and administrative leave (certificate, verification of volunteer activities, etc.). These Leave/Absence Request and Authorization forms and backup documentation must be submitted with the corresponding time sheet.
- If more than three consecutive days of sick leave are taken, employees must attach a medical certification signed by their physician to their Leave/Absence Request form upon their return. Supervisors **MUST** notify Human Resources whenever an employee is absent for more than three consecutive sick days so that the appropriate notification of Family Medical Leave can be documented and served.
- Leave slips are not required for eight hours of holiday time taken on the State-designated day or on The Adjutant General's alternate day. (It must still be recorded under "Holiday" on your time sheet.) If you are taking holiday time of less than eight hours or

taking holiday time on a later date, enter that information on a leave slip under “Other,” noting “alternate holiday.”

- Leave slips are not required for department-wide administrative leave (e.g., snow days, employee appreciation luncheon, etc.), which must be taken on the specified day.
- If an employee submits a timesheet that indicates use of annual leave and that employee has unused holiday or compensatory time available, the Payroll office will automatically substitute unused holiday leave time, then unused compensatory time. Upon exhaustion of holiday and compensatory time, then annual leave will be applied.

**Official:**

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