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**COMPONENT: ADMINISTRATION**

**SUBJECT: EMPLOYEE SIGN-IN/SIGN-OUT; TIMESHEETS AND LEAVE REQUESTS; MILEAGE**

**PERFORMANCE OBJECTIVE:** To ensure original time records are prepared and properly signed by a responsible supervisory official.

**POLICY AND PROCEDURE:**

Staff must have supervisor’s approval to leave the job site for personal or business reasons during the operational day. The Sign-In/Sign-Out form has been implemented in order to maintain a record of employees who leave the center during class operational time and to verify that these absences are related to program services. Staff is to sign in upon arrival and sign out if they leave early or upon completion of their day. Ten month staff work hours are as follows:

1. Regular Head Start range from 7:30 a.m. to 3:30 p.m. M-F.
2. Extended Care classrooms range from 6:30 a.m. to 5:00 p.m. M-F.

All staff are required to sign in and out on the sign in/sign out daily log.

Any time after reporting to work if staff leave the job site, they must sign out using the “*Employee Sign-In/Sign-Out Log.*” This includes leaving the job site for either business or personal reasons.

Teaching staff are not permitted to leave the center when children are present unless the absence is relative to program services and cannot be accomplished after the children have left for the day or on a non-teaching day.

The “*Employee Sign-In/Sign-Out Log*” is to be turned in to the Head Start Central Office at the end of every pay period with the timesheets.

All staff are to complete a *timesheet* each pay period.

Pay periods are the 1-15 and 16-last day of the month.

The workweek is Sunday-Saturday.

Leave is to be prior approved by your supervisor and a leave sheet must be completed with any necessary documentation attached (Doctor’s note, funeral notice, etc.) and must be submitted

with timesheets by the requested date each pay period. Failure to submit these documents by the required dates may result in a delay of pay.

All overtime or flex time must be approved in advance.

Agency vehicles are to be used by all staff, especially Managers/Coordinators, in lieu of charging the current state mileage rate using personal automobiles. Every effort must be made by all staff to schedule use of agency vehicles when making center visits, home visits, posting flyers etc. Center staff who are convening to travel to staff meetings and training sessions are expected to coordinate their travel with other center staff in the community and travel in a Head Start vehicle whenever possible.