

COLLEGE OF MICRONESIA-FSM

# ADMINISTRATIVE PROCEDURE No. 5331

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## Attendance and Leaving Monitoring

Date Adopted: 5 October 2000

Date Revised:

Date Reviewed: 22-24 March 2014

References: Personnel Policy Handbook;  
Memorandum from the President re: Reminder on Work Hours, Annual Leave, and Comp Time, dated September 8, 2005;  
Memorandum from the President re: Holiday Administrative Leave for Individuals on Special Contracts, dated December 20, 2000;  
Memorandum to Business Office Manager from the President re: Holiday Status for Special Contract Holders; and  
Memorandum from Comptroller dated October 5, 2000

### Leave Application

1. All employees who intend to be absent or have absent themselves need to accomplish an Application for Leave (AL). For annual leave and maternity leave, the AL should be filed in advance. For sick leave, the AL should be filed immediately upon return to work.
2. The supervisor concerned shall approve the application for leave. Should the application be disapproved, the reason for disapproval shall be indicated in the AL.
3. The approved AL is submitted to the Business Office.

### Overtime

1. Employees who are required to render overtime in excess of the regular time shall fill in the Request for Overtime Work form before work is rendered.
2. The supervisor shall approve the Request.
3. Finally, authorization shall be given by the President or his designee.

### Attendance Reporting

1. All employees and staff shall record their daily attendance in the logbooks of their

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- respective departments. At the end of the pay period, each employee shall prepare his or her own Time Sheets.
2. The Department Heads shall verify that everyone has performed the work for the pay period and indicate approval by signing the Time Sheets.
  3. The approved Time Sheets shall be forwarded to the Business Office by 5:00 p.m. on the Friday before the payday. FMI and the Chuuk, Yap, and Kosrae State Campuses are required to fax their Time Sheets to the Business Office.
  4. All approved Leave Applications shall be attached to the Time Sheets, including the Request for Overtime Work, if any.
  5. Business Office Payroll Staff posts the attendance and leave in the MIP System