



Time and Attendance Policy

Objective:

The Department of Human Services aims to establish and ensure consistent and fair management of employee time and attendance, promoting operational efficiency and accountability. Clear policies help maintain productivity, support fair treatment of all employees, and minimize disruptions caused by absences.

Policy:

Please be reminded that pursuant to the Government of the Virgin Islands Employee Handbook, Section 100:1 – Absenteeism and Tardiness, employees are expected to be at work on time and to work a **full 8 hours per day**.

Regarding time and attendance, the STATS system is used to determine hours worked and to calculate employee wages. Employees are required to punch in at the start and out at the end of each workday. It is the responsibility of the employee to advise their respective supervisor if they were unable to punch in/out. If an employee is absent from work for any reason, they must notify their supervisor **within 30 minutes of the start** of their workday. Repeated absenteeism, tardiness, and failure to punch in/out may lead to disciplinary action, up to and including termination.

Section 100:2 – Work Schedule states that the standard workweek is five days, the standard workday is 8 hours and work hours are from 8:00 a.m. to 5:00 p.m., with one hour for lunch. Employees who are entitled to a break each morning and afternoon under law will be advised of what time their breaks are to be scheduled. Employees are required to notify their supervisor when leaving their workstation for any reason. Any employee caught punching in and subsequently leaving the premises will be subject to disciplinary action, as they will be in violation of Sections 100:1 and 100:2.

An employee shall be docked only for the time that they arrive at work late. Any docked time shall be taken from annual or personal leave first and finally without pay. However, no actual time shall be deducted from the employee's leave until the employee has accumulated thirty (30) minutes or more in a pay period, which shall not extend into a succeeding pay period.

Managers, Directors, and Supervisors are reminded to be diligent in their duties and responsibilities pertaining to the supervision and management of employees assigned to their unit. Failure to do so shall result in disciplinary action for them as well.


Averil E. George
Commissioner

11/22/24

Date