



Government of the Virgin Islands of the United States

DEPARTMENT OF HUMAN SERVICES



TIME AND ATTENDANCE POLICY

Purpose

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.

Scope

This policy applies to all DHS Employees, as applicable, provided that, exceptions may exist for certain exempt employees.

Policy

Pursuant to the Government of the Virgin Islands Employee Handbook, Section 100:1 – Absenteeism and Tardiness, employees are expected to report to work on time and remain at work for the duration of their scheduled workday.

In accordance with Section 100:2 – Work Schedule, the standard workweek is five days, the standard workday is 8 hours, and regular work hours are from 8:00 a.m. to 5:00 p.m., with one hour for lunch. These hours may vary based on the Agency's operational needs.

An employee shall be docked for time that they report for work late. No actual time shall be deducted from the employee's leave until the employee has accumulated thirty (30) minutes or more in any pay period, which shall not extend into a succeeding pay period. Any docked time shall be taken from annual leave first before leave without pay is applied.

Employees who are entitled to a break each morning and afternoon under law will adhere to the scheduled break times. Employees are required to notify their supervisor when leaving their workstation for any reason. Meal periods are generally unpaid unless otherwise authorized, and employees shall record meal-period punches when required. Breaks may not be combined, used to extend a meal period, or used to arrive late or leave early without prior supervisory approval.

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. Supervisors must review time records timely and address attendance concerns promptly, and approve or deny corrections and/or leave requests to ensure payroll records are submitted by established deadlines. Supervisors may consult the Office of Human Resources and Labor Relations before initiating formal disciplinary action when appropriate. Failure to carry out these responsibilities will constitute a violation of this policy.

Procedure

The STATS biometric system is used to determine hours worked to calculate employee wages. As applicable, employees are required to punch in at the start, and out at the end of each workday, and in and out for lunch breaks. It is the responsibility of the employee to advise their respective

supervisor if they were unable to punch in or out. Any employee who punches in to report attendance and immediately leaves the premises without authorization, will be in violation of Sections 100:1 and 100:2 and this policy. If an employee will be absent from work for any reason, they must notify their supervisor within 30 minutes of the start of their workday. Notice shall be provided directly to the supervisor by telephone call, text message, email, or another method approved by the supervisor or Program. Notification to a coworker does not satisfy this requirement unless specifically authorized.

The employee must personally provide notice of absence unless an emergency or incapacity prevents them from doing so. If the supervisor is unavailable, the employee shall contact the next-level supervisor or other designated management representative. Employees shall provide reasonable updates regarding the anticipated duration of the absence. Notification alone does not constitute approval of leave. Emergency circumstances that prevent timely notice will be considered based on the facts presented.

Non-Compliance

Repeated absenteeism and/or tardiness, failure to punch in or out as required, or non-compliance with this policy may lead to disciplinary action, up to and including termination.

Policy Review

This policy shall be reviewed every three years, or sooner if warranted by law, the Employee Handbook, or Agency needs.

Acknowledgement

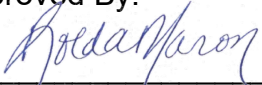
By signing below, employee acknowledges receipt of this policy and understands that any questions or concerns about the policy may be directed to the Office of Human Resources and Labor Relations.

Employee Name (Print)

Employee Signature

Date

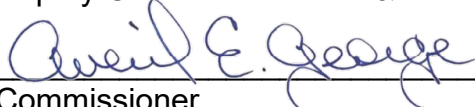
Approved By:



Deputy Commissioner HR & Labor Relations

6/23/2026

Date Approved



Commissioner

06/23/26

Date Approved