



DEPARTMENT OF THE NAVY
NAVAL MEDICAL RESEARCH CENTER DETACHMENT

LIMA, PERU
UNIT NUMBER 3800
APO AA 34041 - 3800

IN REPLY REFER TO

NMRCINST 7410.1B
19 Mar 2003

NMRCD INSTRUCTION 7410.1B

From: Officer-in-Charge
To: Distribution List No. 2

Subj: TIME AND ATTENDANCE REGULATIONS FOR CIVILIAN EMPLOYEES

Ref: (a) NMRCINST 7410.1J
(b) Foreign Affairs Manual
(c) National Employee Handbook, American Mission, Lima

1. Purpose. To provide instructions and information supplemental to reference (a) concerning Time and Attendance of Civilian Employees of the Naval Medical Research Center Detachment (NMRCD).

2. Cancellation. NAMRID INSTRUCTION 7410.1A
NAMRID INSTRUCTION 12600.1

3. Work week schedule. Although, the working hours have long been established as 40 hours per week, 0800h to 1630h, Monday through Friday, exclusive of 30 minutes each day for lunch, there are alternative flexible working hours.

Any supervisor may direct his employees to maintain the 0800h to 1630h regular duty hours. However, any supervisor may also allow his people to report for duty at any time between 0700h and 0900h. The regular time of duty within this window shall be determined by the supervisor and the employee. All employees are required to put in a regular 8-hour workday. An employee clocking in at 0700h should clock out at 1530h, and an employee clocking in at 0900h should clock out at 1730h, etc. The timekeeper will not track specific reporting times for each employee. Instead, tardiness will occur when any employee clocks in at any time after 0900h. Supervisors should utilize this flexibility to minimize the need for over time or compensatory time.

A regular workweek is Monday to Friday. However, a supervisor may authorize alternative workweek schedules in order to better meet the mission of NMRCD. Laboratories requiring regular weekend duties may schedule essential employees to a regular workweek of Tuesday to Saturday. This minimizes over time and compensatory time costs to the unit. No employee should be asked to include Sunday in his or her regular workweek.

The following workweek schedules for civilian personnel of the Naval Medical Research Center Detachment are established:

a. Regular Schedule. The regular schedule is established as 40 hours of work within a five day period of the administrative

workweek and for which basic pay will be paid. The basic workweek is comprised of five day periods of eight hours each to be performed on five consecutive days.

b. Extended Schedule. An established work schedule of 12 hours a day, 60 hours per week, Monday through Friday, exclusive of 30 minutes each day for lunch. NMRCD drivers are included in this extended schedule. The Officer-in-Charge or his/her designee is required to approve Extended Schedules for any other employee.

c. Excepted Schedule. The Officer-in-Charge, NMRCD, approves an Excepted Schedule, also known as Irregular Hours, for certain civilian personnel when necessary to meet operating needs. All excepted schedules must include no less than 8 hours of work per day. Examples: in Maternity cases, for breastfeeding purposes.

4. Meal Periods.

a. Employees will normally be provided 30 minutes time off between 1130h and 1300h to permit them to have their meal. During this period they will be free from all duty obligations except for emergencies. Because of health and morale considerations, it is command policy that all full-time employees be provided a meal period of one-half hour regardless of the workweek schedule. When the meal period is authorized, the work hours will be extended by the same amount of time (i.e., added to the normal eight hour shift).

b. Since NMRCD does not close business during the lunch hours, it is recommended that supervisors schedule employees' lunch periods to allow for one person to be at the laboratory or in the office at all times. The primary reason is for the employee to receive calls, visitors, patients, or samples.

5. Overtime.

a. Work performed in excess of eight hours per day, or forty hours per administrative workweek is classified as overtime and is reimbursable at the overtime rate or as Compensatory time (see 6). Overtime work must be approved in advance by the Officer-in-Charge or his/her designee, except for emergencies. The overtime request must be in writing on an Authorization of Premium Compensation and Authorization form (JF 56).

A separate request must be submitted for each event requiring overtime work. The request must include an acceptable justification. It is Command policy that overtime work be held to the strictest minimum. Supervisors shall plan and schedule workloads, and whenever possible anticipate manpower shortages by measures other than overtime.

b. Overtime will be earned in increments of quarter hours. In addition, each quarter hour must be worked in durations of not less than 15 minutes each. Overtime will be reported using fractions in lieu of decimals. The quarter hour increments will be reported once one full hour is accumulated. The Timekeeper will keep a log of the quarter hours and report them when they complete one full hour. Two separate forms of Overtime Work will keep a log of the quarter hours and report them when they complete one full hour. Two separate forms of Overtime Work will be submitted to the Timekeeper; one that reflects the worked time, in hours and minutes, and another one reflecting only the 60-minute periods that were worked on that particular date.

c. Overtime Premium Pay will be paid at a rate of one and one half times the basic hourly rate (150%).

d. Sunday Premium Pay will be compensated as overtime at a rate of two times the basic hourly rate (200%).

e. Holiday Premium Pay is authorized only for actual work performed on the employee's holiday or substitute holiday. When a holiday falls on a day that is not a workday for an employee, but the employee works on that day, such work shall be compensated as overtime. Holiday Overtime will be paid at one hundred percent the basic hourly rate (100%)

6. Compensatory Time.

a. Compensatory Time is time worked as approved overtime, but for which the employee is given an equivalent amount of time off regular working hours with pay but without a charge to leave. Compensatory Time accumulated is called "Compensatory Time Earned". When time off is taken, it is charged as "Compensatory Time Used". The Officer-in-Charge is the only one who may authorize Compensatory Time.

b. The following rules govern the earning, accumulation, and use of compensatory time:

(1) Compensatory Time will be requested in advance and used in the same manner as leave. It will ordinarily be used before Annual Leave is taken and as soon after it is earned as practicable. However, the employee must use the Compensatory time earned within sixteen weeks after it was accrued.

(2) Compensatory time earned of 80 hours or less may be carried forward into a new leave year only if it was earned in the last thirty days of the leave year or approval for its use had been requested but denied. It will be used before Annual Leave is taken and as soon as possible after the beginning of the leave year.

(3) Compensatory time work must be approved in advance by the Officer-in-Charge or his/her designee, except in emergencies. The request must be in writing on an Overtime Request and Authorization Form (NAVCOMP Form 2282). It is the Supervisors' responsibility to submit Compensatory Time requests to the Timekeeper, immediately after they are approved.

(4) Compensatory Time will be worked in increments of quarter hours. In addition, the quarter hours must be worked in directions of not less than 15 minutes each. Compensatory Time will be reported using fractions in lieu of decimals. The quarter hour increments will be reported once one full hour is accumulated. The Timekeeper will keep a log of the quarter hours and report them when they complete one full hour. Two separate forms of Overtime Work will be submitted to the Timekeeper, one that reflects the real worked time, in hours and minutes, and another one reflecting only the 60-minute periods that were worked on that particular date.

(5) Authority to approve the use of compensatory time is the same as for the approval of Annual Leave. Compensatory Time cannot be used before it is actually reflected on the Leave and Earning Statements. Supervisors are responsible for the proper use of Compensatory Time.

7. Tardiness. Tardiness represents a significant cost to the Command, both in the cost of the actual time lost and the disruption of work. Accordingly, supervisors are directed to give personal attention on a continuing basis to ensure that tardiness is held to a minimum. The punctuality of an employee is a direct reflection of work habits. Thus, it is not so important in a case of tardiness that an employee did not work during the tardy period, but rather that he/she failed to report to work on time.

a. Employees are required to be on the job between the hours of 0700h and 0900h. An employee who fails to report by 0900h is tardy. An employee who is tardy must report immediately to his supervisor for disposition of tardiness. Supervisors should find out the reasons for the tardiness in order to take the necessary actions to assist the employee to report to work on time.

b. The supervisor will make one of the following dispositions of tardiness:

(1) Excuse tardiness if there is a valid excuse for it. Habitual or chronic tardiness cannot be excused and corrective action should be taken.

(2) Charge the tardiness to Annual Leave or as Compensatory Time. In such case, the employee will be given the opportunity to "sit out" the remainder of the time to complete the hour charged.

(3) Charge the tardiness to absent without leave when such tardiness has become chronic. Chronic can be defined as:

(a) Being tardy on three or more occasions during one pay period.

(b) Tardy in three consecutive pay periods.

c. The Timekeeper will provide supervisors with a tardiness record of their staff on a biweekly basis.

d. Supervisors who experience continuing tardiness problems with employees should consult with the Administrative Officer.

8. Leave.

a. Annual Leave.

Annual Leave may be granted on short notice in cases of emergency. An employee who cannot report for work shall call his supervisor as soon as possible, and in no case later than 0900. Employees are reminded that when they call in desiring Annual Leave for their personal convenience, approval will be dependent upon the supervisor's appraisal of the work situation and whether the employee's absence will adversely affect the completion of assigned work.

(2) Standard Form 71, Authorization for Leave, will be submitted for all leave taken. Proper completion of the form must state the employees routine normal work hours, i.e., 0800h to 1630h, 0730h to 1600h, 0830h to 1700h (see Attachment No.-1). Any and all leave taken by the employee starts at the time the employee punches out. When Annual Leave is taken between 1130 and 1330h, the 30-minute lunch time can be added if lunch was not taken.

(3) It is Supervisor's responsibility to plan an effective schedule of Annual Leave. The employee has the obligation to request leave in a timely manner. In order to avoid forfeiture, Annual Leave is to be restored only if the employee was prevented from taking his leave because of work demands or because he/she was on extended sick leave.

(4) The minimum charge of Annual Leave is 0.5 hour.

Leave absences cannot be combined over a period of days to provide for 0.5 hour.

Charleston Financial Service Center requires reporting of a minimum of one (1) hour. The NMRCD Timekeeper will maintain a Credit Log of the remaining 0.5 hour so that employees can make use of it at any later date with prior approval of their Supervisor and without filling out a Leave Form.

(5) In case of separation, employee will be paid for accrued Annual Leave up to 240 hours.

b. Advanced Annual Leave

(1) Advanced Annual Leave will include all hours of absences described and administered in Section 8.a when granted prior to actual earning by the employee. Advanced leave will also be subject to the following additional restrictions:

(a) Advanced Annual Leave must be approved by the Personnel Office, via Officer-in-Charge, or Administrative Officer.

(b) An employee may not be advanced annual leave if it is known at the time that he/she will not return to duty.

(c) Annual Leave may be advanced only in amount equal to that which will be earned during the balance of the leave year. When employees are serving under temporary appointments or under probationary or trials periods, advanced leave will not exceed an amount which is reasonably assured will be subsequently earned. If separation takes place, employee must reimburse the hours advanced in Annual Leave.

(d) No advanced Annual Leave will be granted to an employee during the first 90 days of work.

c. Sick Leave. The purpose of Sick Leave is to provide employees with time off in a pay status when they are unable to work because of illness, injury of pregnancy and in the immediate family. Sick Leave provides time required to obtain preventive care and examinations as well as actual therapeutic attention and hospitalization.

(1) Sick Leave will include all hours of days that an employee is authorized absence on which he would otherwise work and receive pay and which is charged against the employee's accrued sick leave balance.

(2) Sick leave may be used within the first ten (10) days of work, if needed.

(3) Sick Leave of three days or more will require certification by the employee's physician, however, under practical circumstances, the supervisor may accept a written statement from the employee.

(4) When a supervisor has reason to believe that the sick leave privilege has been abused, a medical certificate may be required after employee has been notified of such requirement. If the situation does not improve, the employee will then be advised in writing, that all future Sick Leave requests must be supported by a medical certificate.

(5) Sick leave is to be used for the employee alone, and may not be extended to his immediate family members. However, Sick Leave will be granted when an employee is required to give care and attendance to a member of his/her immediate family unless the family member is afflicted with contagious disease and is in quarantine.

(6) The minimum charge for Sick Leave period is one (1) hour. Leave absences cannot be combined over a period of days to provide for one (1) Leave hour.

(7) Maternity Leave. It should be recognized there is not separate Maternity Leave as a type of Leave. Sick Leave may be used to cover the time required for physical examinations and to cover the period during which her physician has determined she is unable to work, whether it be before (incapacitated or confinement) or after delivery. An absence covering pregnancy and confinement is to be treated like any other medically certified temporary disability. Additional leave requirements may be taken care of the use of Annual Leave or approved Leave without pay.

(8) Sickness during Annual Leave. When sickness or injury occurs within a period of Annual Leave, the period of illness may be charged as Sick Leave provided that the period of disability covers routine visits to dentists or physicians. Applications for such substitution must be supported either by a medical certificate or, if the illness did not necessitate medical attention, by a signed statement from the employee indicating the nature of the illness.

d. Advanced Sick Leave

(1) Advanced Sick Leave will include all hours of authorized absences normally considered as Sick Leave that are granted prior to actual earning by the employee. Leave so advanced will also be subject to the following additional restrictions.

(a) Advanced Sick Leave must be approved by the Personnel Office, via the Officer-in-Charge.

(b) The amount of Advanced Sick Leave to an employee's account must not exceed the projected Sick Leave hours for the current year.

(c) All available accumulated Sick Leave to the employee's credit must be exhausted prior to advancing Sick Leave. It is not required that all Annual Leave be exhausted prior to advancing Sick Leave.

Employee will not request additional advanced Sick Leave before paying it all back. If needed, employee will have to use Annual Leave.

(d) In the case of employees serving on temporary appointments, Advanced Sick Leave will not exceed an amount which is reasonably assured will be subsequently earned.

(e) Advanced Sick Leave will not be granted to an employee when it is known that he is contemplating retirement or resignation, or where his separation is anticipated. In all cases, there must be reasonable assurance that the employee will return to duty.

e. Holiday Leave.

(1) Holiday Leave will include all hours of scheduled work that an employee is excused from duty because of the occurrence of holidays or non-workdays that are established by the U.S. Mission. Holidays to be observed are those published by the Embassy via Administrative Notices.

(2) Part-time employees are not entitled to full holiday benefits. When they are prevented from working because of observance of a holiday, they are entitled to pay only for the number of hours that they were scheduled to have worked had they not been prevented from working.

(3) An employee will receive pay for a holiday occurring either immediately before or immediately after an absence of authorized leave without pay.

(4) An employee will not receive pay for a holiday if he fails to report for work on the holiday when ordered to do so unless the absence is excused on the basis of warranted circumstances.

g. Leave Without Pay.

(1) The purpose of Leave Without Pay (LW) is to provide an approved, temporary absence in a non-pay status for the convenience of the employee. It must be requested by the employee, but will be granted at the discretion of the Command. Leave Without Pay may be granted by the Supervisors up to 10 days per occurrence on a SF 71 Form. For periods greater than 10 days, approval is required by the Officer-in-Charge and a Notification of Personnel Action, SF-50 is prepared at the beginning of the LWOP and another when the leave ends. LWOP requests of 15 days must be approved by the immediate American Supervisor; requests for LWOP of more than 30 days must be approved by each Agency Head at Post. While the employee receives no pay, his insurance eligibility continues and he receives credit up to six months toward retirement; consequently Leave Without Pay does involve significant cost and inconvenience to the Government.

(2) Leave Without Pay should be examined to assure that the value to the Government or the needs of the employee are sufficient to offset the costs and administrative inconveniences which result from the retention of an employee in a LWOP status. As a basic condition to approval of extended LWOP, there should be reasonable expectation that the employee will return to work at the end of the LWOP, in addition, it should be apparent that at least one of the following benefits would result:

- (a) Increased job ability
- (b) Protection or improvement of employee's health.
- (c) Retention of a desirable employee;
- (d) Fulfillment of parental or family responsibilities.
- (e) Furtherance of a program of interest to the Government.

LWOP may be granted for periods of 30 days or less for any reasonable purpose. Extended LWOP in excess of 30 calendar days may be granted for specific reasons and for definite periods of time. Following are examples or purposes for which approval of extended LWOP would be proper, all other factors being favorable:

- (a) For the purpose of full-time advanced education when the course of study or research is in line with the type of work performed by the agency and when its completion would

contribute to the best interests of the agency. Requests for extended LWOP for advanced education must be submitted to the agency at least 90 days in advance.

(b) For service with non-Federal public or private enterprise when the job is of temporary character and there is reasonable exception that the employee will return, and when the service to be performed will contribute to the public welfare or when the experience to be gained will serve the interest of the employing agency.

(c) For the purpose of recovering from illness or disability not of a permanent or disqualifying nature when continued employment or immediate return to employment would threaten impairment of the employee's health or the health of other employees. LWOP for reasons of health must be supported by a medical certificate.

(d) For the purpose of protecting employee status during any period.

(e) An employee injured in the line of duty may be granted, LWOP while receiving compensation from the Office of Workers' Compensation Programs.

(f) To attend to parental or family responsibilities.

(g) For personal emergency when denial of Leave Without Pay would result in severe hardship to the employee.

(3) Periods of LWOP in excess of two weeks re deducted from creditable service for severance pay, anniversary bonus, within-grade-increases and leave accrual. July and Christmas bonus payment will be reduced by 1/26 of the annual bonus for each full biweekly without pay during the preceding year.

(4) Limitations on Use

(a) LWOP May not be imposed as a penalty.

(b) The authorization of LWOP is a matter of administrative discretion. An employee cannot demand leave without pay as a matter of right.

(c) Eligibility for LWOP is not dependent on a specific length of service and may be authorized whether or not the employee has an annual leave credit.

(d) An employee on LWOP is in active appointment status and may not be offered or accept a contract with the U.S.

Government either directly or indirectly for Government services.

The only condition under which a contract and an appointment may be held simultaneously is if there is a most compelling reason to do so, such as when the Government's needs cannot be otherwise met.

h. Absence Without Leave. It is not leave, it is not an approved absence and it is not a pay status. It normally results when an employee fails to obtain authorization in advance for an absence, when absence for alleged sickness is disapproved, or when tardiness is not excused. The right to schedule leave is an important tool of management, and supervisors are expected to classify unauthorized absence as AWOL (Absence Without Leave) whenever appropriate.

(1) AWOL will be charged for the exact number of minutes in an AWOL status. Pay effect, however, will be computed in hundredths of hours.

i. Recording Time and Attendance.

(1) Each Foreign Service National (FSN) employee, working at the main laboratory in Lima, is required to report on a daily basis the hours they have worked. In support of this requirement an automated digital employee card scanning device has been installed. This employee Identification (ID) Card shall bear the individual's name, photograph and a permanent identifying code.

All employees issued these cards will be required to pass their employee ID card in front of the digital scanner. This scanner is located on a post outside the main building to the right of the main entrance. Use of the employee ID card is mandatory. All employees must always utilize their employee ID card on arrival and departure. Omission of a digital scan upon departure will invalidate overtime recognition in those cases in which the employee stays after 16:30 hrs. No employee is authorized to digital scan another employee's ID card. This would be considered as a serious offense to those found in violation to this rule.

(2) The Timekeeper will certify time reports. In case of absence of the Timekeeper certification will be accomplished by the designated back-up timekeeper and presented to the Administrative Officer for verification.

(3) The recording of time and attendance will be accomplished by the Timekeeper and submitted to the Embassy every second Wednesday.

(4) Any discrepancies regarding Time and

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Attendance should be checked by the employee with his/her Timekeeper. The Timekeeper should be notified immediately, in writing, of any discrepancies along with copies of Leave and Earning Statements. Adjustments to the leave record must be made within a 60-day period after the leave was charged.

(5) The Command shall maintain at least three individuals designated to distribute checks. Employees who certify or record time and attendance must neither collect nor distribute checks.

(6) Copies of time sheets and timekeeping records shall be maintained by the timekeeper for a period of three years or until an audit is performed, whichever comes first.

(7) When there is a change effective in the same pay period but after the reporting date, the timekeeper will submit an amendment memorandum to effect the change as soon as possible after being notified of such change.

(8) All FSNs and civilian or military supervisors will be held accountable for knowledge of and compliance with the provisions in this instruction.


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