

Procedure #	AD-102-P1	Revision #	02
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### TIME ATTENDANCE PROCEDURE

The time attendance describes the time at which the employees must be present at the workplace. This procedure aims to control the attendance of employees at FBSU.

1. The HR officer should take the finger print of the new employee. He should also train him on how to use the WinTime machine (fingerprints) to sign in and out his attendance every working day.
2. The working hours at FBSU are eight hours from Sunday until Thursday. Working hours begin at 8:00 AM and end at 5:00 PM for all employees except those who work on shifts including security and facilities employees.
3. Employees are entitled to one hour rest break according to a schedule worked out by the department director. (see related Overtime guideline)
4. Weekend at FBSU is Friday and Saturday except for service employees (laborers, maintenance employees, security guards, etc.) who are required to work on Saturdays as well with a total of 48 hours per week.
5. Overtime hours are compensated for employees, other than those in top management positions, who work more than eight working hours per day. Each one hour of overtime work is equivalent to 1.5 hour of regular working hours. (see related Overtime guideline)
6. Employees may take short leaves for emergency up to a total of 6 hours per month subject to the approval of their immediate supervisors.
7. The WinTime system will record tardiness and early departure and will start deducting from the employees' wages if they come after 8:15 AM and leave before 4:45 pm, except for those working outside of the University based on a project plan or a work schedule and for those who work on shifts.
8. The Payroll Officer should send on a monthly basis the attendance report for each employee to the Finance Department.

#### Related Documents:

1. AD-102-G1 Rest Periods Guideline.
2. AD-102-G2 Overtime Guideline.

د. محمد بن سلطان

د. محمد بن سلطان

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