



Arkansas Department of the Military
Cabinet Secretary - Brigadier General Olen Chad Bridges,
The Adjutant General

Policy Title: Timekeeping Policy

Policy Number: 10

Authority: Ark. Code Ann. § 12-61-106; Ark. Code Ann. § 11-4-201 *et. seq.*; 29 U.S.C § 201 *et. Seq.*; Department of Transformation and Shared Services – Office of Personnel Management (OPM) Policy Number 59: Sick Leave

Effective Date: May 13, 2024

I. PURPOSE:

The following shall establish official department guidelines for employee timekeeping within the Department of the Military (DOTM) to include a written procedure to identify patterns of sick leave usage.

II. POLICY:

DOTM is required by state and federal law to maintain accurate time records pertaining to scheduled hours, actual hours worked, vacation and sick time accruals, and leave for all employees. To accomplish this, DOTM utilizes an online system called Empowering Arkansas State Employees (EASE) which is accessible through any web browser.

Each employee is responsible for reporting his or her time worked, meal periods, and/or leave requests for each pay period. Incorrect or invalid reporting of time and attendance information may result in disciplinary action, up to and including termination.

Leave requests should be submitted with as much advance notice as possible, or in the event of sick leave, as soon as the employee returns to work, if he or she is unable to access EASE remotely. Time must be reported during the controlling pay period to receive timely compensation. Failure to report any time worked or to request leave before the end of the pay period will necessitate compensation being disbursed during the following pay period.

No employee shall provide his or her login and password information to another individual and the individual's time records shall not be changed by anyone other than the employee. DOTM payroll representatives may make changes under limited circumstances, such as when the employee is unable to access the EASE system personally.

If an employee has any issues accessing the EASE system, he or she must contact the AASIS helpdesk at 501-683-2255 for resolution. Any discrepancies between recorded time and actual worked time must be reported to the employee's supervisor as soon as possible.

III. SICK LEAVE

Please refer to OPM Policy # 59 Sick Leave for additional guidance.

Requests to use sick leave should be made in advance. Suppose the nature of the sickness makes it impossible to apply for leave in advance. In that case, notification of absence shall be given to the supervisor or person in charge of the office as soon as possible on the first day of absence.

Divisions or Offices may require notification of sickness before the start of the workday to prevent disruption of services.

Application for sick leave must be filed the next attended working day. Application should be made sooner if payroll closes before the next working day.

When a supervisor has reasonable cause to suspect abuse of sick leave (for example, an employee who calls in sick every other week without authorized FMLA), the supervisor may require an attending physician's note or a certificate from a Christian Science practitioner listed in The Christian Science Journal for any amount of sick leave. If the employee cannot furnish a note and the supervisor's request is based on documented abuse of sick leave, the absence will be considered unauthorized leave. Unauthorized leave violates this policy and is subject to disciplinary action.

IV. SUPERVISOR RESPONSIBILITIES

Supervisors and managers are responsible for reviewing and approving subordinate time reporting records and leave requests promptly. Any issues or discrepancies must be discussed with the employee and DOTM payroll representative when necessary.

Any changes in an employee's work schedule must be reported to the DOTM human resources liaison at least 2 (two) weeks in advance.