



Illinois Department of Corrections

Administrative Directive

Number: 02.65.101	Title: Timekeeping - General Provisions	Effective: 10/1/2020
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Authorized by:	<i>[Original Authorized Copy on File]</i> Rob Jeffreys Acting Director
Supersedes:	02.65.101 effective 7/1/2012

Authority: 730 ILCS 5/3-2-2	Related ACA Standards: 5-ACI-1B-16, 5-ACI-01, 07
Referenced Policies: 02.65.107, 03.01.301	Referenced Forms: DOC 0160 – Employee's Comp or Pay Option

I. **POLICY**

The Department shall ensure timekeeping procedures comply with all existing Department of Central Management Services Rules and Regulations, Collective Bargaining Agreements, and Department of Corrections policies.

II. **PROCEDURE**

A. **Purpose**

The purpose of this directive is to provide general guidelines and to provide for the separation of duties and responsibilities as they relate to timekeeping.

B. **Applicability**

This directive is applicable to all facilities, offices and programs and parole services within the Department.

C. **Facility Reviews**

A facility review of this directive shall be conducted at least annually.

D. **Definitions**

Accumulated holiday – equivalent time off when an employee works a holiday or when a holiday falls on the employee's scheduled day off.

AFSCME – American Federation of State, County and Municipal Employees union.

Bargaining Unit – a group of employees that the State of Illinois has certified to be represented by a union for the purposes of collective bargaining.

Benefit time – paid time off earned or accumulated by an employee, such as sick leave, vacation, personal business leave, compensatory time and accumulated holidays.

Chief Administrator – the Chief Administrative Officer of a correctional facility; the supervisor of a parole office; the Manager of Staff Development and Training; or for all other offices, the respective Deputy Director, Chief, Assistant Director, or Director.

Closing date – the final day information may be input in the automated payroll system.

Comp time – compensatory time, that is, paid time off that may be taken during the fiscal year in lieu of cash payment for overtime.

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CU-500 – an AFSCME unit also referred to as Meet and Confer.

Deputy Director – the head of a district or division.

Dock – an authorized or unauthorized absence without pay, for reasons other than furlough, military leave, or discipline.

Equivalent earned time – time earned for hours worked in excess of 40 hours per week for non-union employees who are exempt under the Fair Labor Standards Act and who are not eligible for overtime compensation or compensatory time.

Fiscal Year – July 1 of one year through June 30 of the subsequent year.

Legend – a listing of official timekeeping codes to be used to record daily attendance.

Off days – two scheduled days off out of every seven work days.

Overtime – any hours worked in excess of an employee's regular shift.

Paid lunch – for purposes of this directive, an unpaid meal period during which the employee is required to work at his or her work assignment and is not relieved. It does not include any meal period which is paid as a part of the employee's regular shift.

Pay period – the first through the fifteenth of the month and the sixteenth through the last calendar day of the month.

Personnel Rules – rules promulgated by the Department of Central Management Services.

Prevailing Rate employees – teamsters and trades such as carpenters, pipe fitters, firemen and oilers, painters, operating engineers, electricians, food and commercial workers, and plumbers for which their rate of pay is determined by the prevailing rate in their geographic area.

Roll Call – the 15 minutes prior to the start of a regular shift that certain employees are required to attend for daily briefings.

Shift – an employee's normal or regularly scheduled hours of work.

Shift differential (shift diff) – the differential or extra pay an employee receives for working a 2nd or 3rd shift or when half of the employee's regular shift is before 7:00 a.m. or after 3:00 p.m.

Sick Leave Bank – a bank of sick days administered by the Department of Central Management Services for use by any employee member who has donated one or more sick days to the bank. Use of up to 25 days of sick leave bank time may be authorized for catastrophic illness or injury of an employee member or his or her immediate family.

Warrant – pay check.

Work week – seven consecutive days (168 hours) starting the first day worked after two scheduled days off.

E. General Provisions

- Benefit time shall be earned and used in accordance with the respective Administrative Directive governing the type of benefit time, appropriate contractual agreements, and Administrative Directive 03.01.301, Affirmative Attendance. The oldest time shall be used first except as otherwise provided in Administrative Directive 02.65.107 regarding Cash Value Sick Days.

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2. Timekeeping for full-time employees shall be recorded based on the number of hours in the employee's work week.
 - a. A 40-hour work week includes five 8-hour days.
 - b. A 37 ½ - hour work week includes five 7 ½ - hour days.
3. Timekeeping for part-time employees shall be recorded based on the pro-rated number of hours in the normal full-time work week.

EXAMPLE: The work week for an employee working 3/5 of a normal 40-hour work week would be 24 hours (3/5 x 40 hours). If that employee is due a sick day for the month, the sick time due would be 4.8 hours (3/5 x 8 hours).
4. The timekeeping codes listed on Attachment A shall be used on all timekeeping records as appropriate. Refer to Attachment B for an explanation of codes and refer to Attachment C for a chart of benefit time usage.
5. Employees who work an extra hour in their shift when Daylight Savings Time changes to Standard Time shall receive an hour of overtime at the appropriate rate. Conversely, employees who work their hours when Standard Time changes to Daylight Savings Time shall be allowed to use any accumulated benefit time, excluding sick leave, to cover the one hour reduction in the shift or automatically receive an authorized dock.
6. When appropriate, employees shall use the Employee's Comp or Pay Option, DOC 0160, to submit written requests regarding roll call options, holiday pay, and liquidation of accumulated comp, vacation, or holiday time that had been accumulated indefinitely in accordance with the requirements in the timekeeping directives.
7. Timekeeping records shall be maintained at the work site for a minimum of two years and then may be transferred or disposed of in accordance with approved record retention schedules. However, timekeeping records shall not be disposed of prior to the completion of an external audit.
8. Statewide timekeeping forms shall be used as approved by the Manager of Payroll/Timekeeping/Claims and the Agency Forms Coordinator.
9. Questions regarding timekeeping should be directed to the Manager of Payroll/ Timekeeping/ Claims, (217) 558-2200, extension 4207.

F. Responsibilities

1. The employee shall sign-in, punch-in, or stand roll call, where applicable, and notify the Supervisor of absences by calling in or requesting time off within current guidelines and Administrative Directives. The employee shall also be responsible for reviewing his or her time statement each month and notifying the supervisor and the timekeeper of any errors.
 2. The Supervisor shall approve or disapprove all daily attendance records, reports of absence, and reports of time eligible for base pay adjustments and submit the same, whether approved or disapproved, to the timekeeper on a daily basis.
 3. The Chief Timekeeper shall maintain timekeeping records for employees at the work site and report adjustments to base pay to payroll.
 4. The Chief Administrator shall implement all timekeeping requirements at the work site.
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Attachment A Timekeeping Codes

Manual System Code	Automated System Code	Reason
A1	WA	Away on State Business, Work Away
AH	HO	Accumulated Holiday Taken
BD	OA	Blood Donor
C	OC	Compensatory Time or Equivalent Earned Time Taken, Compensatory Overtime Off
CB		Call Back
	CC/ CA	Continued Compensation
D	UA/ XA	Unauthorized Absence (Dock), Unexcused Absence, Unexcused, Unreported Absence
E		Extended Benefits
	EA	Excused absence (also used for FMLA)
F	OD/ OE/ ON	Overtime Worked, Overtime/day shift, Overtime/evening shift, Overtime/night shift
FC		Compensatory Time or Equivalent Earned Time Earned
FD	FN	Furlough Day Without Pay
	FP	Furlough Personal
	FV	Furlough Vacation
H	HO	Holiday
H		Super Holiday
I	DS/ ES/ NS	Day Worked, Day Shift/Evening Shift/Night Shift
J	JU	Jury Duty
LOA	LA	Leave of Absence Without Pay
	LH	Leave of Absence No Pay/No Accumulated Holiday
	LE	Education Leave of Absence
	LI	Medical Leave of Absence or FMLA
	LS	Service-connected Leave
M	ML	Military Leave With Pay
MD		Military Differential
MS	SV	Military Sick With Pay (limited to four days per year) , Sick Veteran

Manual System Code	Automated System Code	Reason
N	LM	Military Leave Without Pay
O	RO	Day Off, Regular off day
P	PD	Personal Business
PD	OA	Platelets Donor
PL		Paid Lunch
R	OA	Other Paid Time Off (maternity/paternity)
RC		Roll Call
	SA	Sick Appointment
SB		Stand By
SC	SC	Service Connected Illness or Injury
SCA		Service Connected Appointment
SD		Shift Differential
SF	SF	Sick Family
SLB		Sick Leave Bank
SM		Sick Maternity
SN	SN	Administrative Leave, Away from business during investigation
SP	SI	Sick Personal
T	TN	Training
TA		Temporary Assignment
U	UP	Union Business with Pay
	UB	Union Business Without Pay
UM	UM	Upward Mobility with Pay
V	VA	Vacation
X	SP	Suspension Without Pay
Y		Other Without Pay
Z	EA	Authorized Absence (Dock)

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Attachment B Explanation of Manual Timekeeping Codes

- AI** = an employee working, not in training, away from the office or facility (e.g. attending an off site meeting, conducting an audit, etc.).
- AH** = the use of accumulated holiday.
- BD** = paid time off used to donate blood.
- C** = use of compensatory time or equivalent earned time accumulated.
- CB** = call back pay for an individual who has been called back to physically report to work.
- D** = an unpaid absence that was not authorized
- E** = extended benefits of full pay for up to a maximum of one year due to a work related injury sustained as a direct or indirect result of violence by offenders in accordance with Administrative Directive 03.01.210. All service connected sick leave must be exhausted prior to use of extended benefits in lieu of other personal benefit time.
- F** = all overtime hours except those overtime hours for which compensatory time is earned in lieu of cash.
- FC** = compensatory time earned in lieu of cash or equivalent earned time earned.
- FD** = a day taken or worked without pay as requested or authorized by the Director or Governor.
- H** = a day or days on which a State holiday is celebrated.
- H** = a holiday designated by contract as a super holiday for which the individual who works is compensated at a higher rate than other holidays.
- I** = a day worked at the facility.
- J** = a paid day away from work for jury duty.
- LOA** = an authorized non-paid leave from work for various reasons, such as military, job corp., education, family responsibility, etc.
- M** = paid military leave as provided by contract or personnel rules.
- MD** = shift differential pay for military leave.
- MS** = up to four days in pay status per year for visits to veteran's administration doctors, clinics, or hospitals.
- N** = an unpaid military leave.
- O** = a regular day off.
- P** = use of personal business leave.
- PD** = paid time off used to donate platelets.
- PL** = paid lunch.
- R** = paid time off not covered by other timekeeping codes.
- RC** = 1/4 hour paid for standing roll.
- SB** = time paid for being required to be available for physical call back to the facility office.
- SC** = paid time off due to a service connected illness or injury.
- SCA** = paid time off due to a service connected appointment.
- SD** = premium pay for a shift other than a standard day shift.
- SF** = use of sick leave for family reasons.
- SLB** = one or more sick days donated to or used from the sick leave bank.
- SM** = use of up to four weeks in paid status for sick leave for maternity.
- SP** = use of sick leave for personal reasons.
- T** = time away from the work site for training purposes, including authorized attendance at ACA and ICA conferences.
- TA** = increased rate of pay for being temporarily assigned to a higher position classification.
- U** = paid time away from work for union business in accordance with the appropriate contract.
- UM** = paid time away from work for upward mobility reasons subject to limitations of the Upward Mobility Program.
- V** = use of vacation time.
- X** = an unpaid suspension.
- Y** = any unpaid time off not covered by other timekeeping codes.
- Z** = an unpaid authorized absence.

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**Attachment C
Use of Benefit Time**

Type of Time	Minimum Usage Increments
Vacation Time	¼ hour only after 1 st ½ hour 1 hour ½ day (3 ½ to 4 hours) 1 day
Personal Business*	¼ hour only after 1 st ½ hour 1 hour ½ day (3 ½ to 4 hours) 1 day
Sick Leave	¼ hour only after 1 st ½ hour 1 hour ½ day (3 ½ to 4 hours) 1 day
Accumulated Holidays	¼ hour only after 1 st ½ hour 1 hour ½ day (3 ½ to 4 hour) 1 day
Comp Time	¼ hour
Equivalent Earned Time	¼ hour only after 1 st ½ hour 1 hour ½ day (3 ½ to 4 hour) 1 day

* Per the contract, RC-23 employees shall only be permitted to use personal business time in 2 hour increments.