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Scottish Charity Number: SC 00 8314  
Trust Established 1985

## **TIMEKEEPING POLICY**

All employees are expected to report for work punctually and to observe the normal hours of work laid down in their contract of employment, including the provision for lunch breaks. Failure to report for work on time is detrimental to the efficient running of the business and imposes an unnecessary and unfair burden on colleagues.

You are responsible for ensuring you arrive at work early enough to enable you to begin work at your appointed start time. Your start time is the time you are expected to actually start work, not the time you are expected to arrive at your normal place of work. Likewise, you are required to remain at work and actually work at least until your appointed finish time, unless granted authorisation by your line manager to leave early. The same principles apply to lunch breaks.

If you are going to be late for work, you must make every effort to contact your line manager by telephone as soon as possible to notify them of this fact and of the time you expect to arrive. If you are then late for work, you must report to your line manager and explain the reason for your lateness before starting work. It is expected that, occasionally, circumstances outside your control can cause lateness, for example cancelled trains or road traffic accidents. However, where the reason for delay is a normal or regular occurrence, or one which can reasonably be anticipated, this will not be regarded as a valid reason for your lateness, for example ongoing road works on your route to work.

When and if your lateness results in lateness of 10 minutes, 15 minutes will be deducted from your wage in the period you were late. This will continue in 15 minutes stages i.e. 25 minutes late, 30 minutes deducted and so on. Continual lateness will result in the disciplinary process being invoked. This could result in more serious disciplinary action i.e. dismissal, whether you have had a deduction or not.

If it becomes necessary for you to leave work before your normal finishing time or to take time off work during normal working hours (even in circumstances of a family emergency), prior authorisation must be obtained from your line manager. You must then report to your line manager on re-starting work. In respect of family emergencies, please see the section on Time Off for Dependents for further information. Should you not have permission from your line manager to leave your work prior to your finishing time, you could be taken in to the disciplinary process for timekeeping issues.

This policy also governs your timekeeping whilst at work, for example in respect of your attendance at meetings or internal staff training. You should aim to arrive at meetings, etc. at least five minutes before they are scheduled to start.

Except in the normal course of your job duties and during your lunch break, you must not leave your place of work without prior authorisation from your line manager.

Your line manager will monitor your timekeeping on an ongoing basis. Such monitoring will include visual observation and/or electronic scanning data (where appropriate). Your line manager is responsible for keeping records of the dates and number of occasions of lateness and the length of lateness on each occasion.

You have no contractual or statutory right to be paid for time not worked due to lateness or absence. Any payments made by the Company in such circumstances are done so in its absolute discretion.

Failure to comply with the above rules and procedures without reasonable excuse and/or persistent poor or unsatisfactory timekeeping and serious misconduct offences and will be dealt with in accordance with the Company's disciplinary procedure.

The first time you fail to clock in/out you will be spoken to and reminded of your responsibilities to clock in/out. This verbal discussion will be recorded. If this is confirmed in the payroll period then you will be paid in that payroll period.

The second time you fail to clock in/out you will be informed in writing and you will be advised that unless you confirm in writing that you did in fact complete your shift, payment could be withheld until such times as we receive your confirmation that you did in fact complete your shift. However, if you confirm this within the payroll period then you will be paid in that payroll period.

The third time you fail to clock in/out, the above process as outlined above, will be the format used. As this is the third time you have failed to clock in/out, then unfortunately we regret to inform you that we reserve the right to review your timekeeping and introduce the disciplinary process to give every employee the opportunity to learn from their mistakes and to correct them.

This ensures that employees shortcomings are brought to their attention and to provide an opportunity for them to improve.

If any member of staff continues to fail to follow this procedure then the disciplinary process could continue to be used to teach and correct but could result in the employee being dismissed from their employment with the Kilmarnock Leisure Centre Trust T/A The Galleon Centre.

The Disciplinary Process and the Dismissal and Notice procedures are outlined in the Staff Manual as follows.

- Disciplinary Process, Page 16, 14 Code of Discipline
- Dismissal and Notice, Page 17, 4 Dismissal and Notice
- Disciplinary Procedure, Page 20, Disciplinary Procedures

Every employee should be aware that after three months have lapsed we do not have to pay these shifts that were worked outwith the three months prior to the date you applied to be paid.

The Kilmarnock Leisure Centre Trust T/A The Galleon Centre reminds every employee that it is their responsibility and their responsibility alone to adhere to the timekeeping process.