



La Posada Providencia's TIMEKEEPING POLICY

Objective

The purpose of this policy is to outline the timekeeping policies of La Posada Providencia. If you are a non-exempt employee, you must accurately record the hours worked each day on the time sheets provided to you, La Posada Providencia also has a responsibility to keep accurate records of time worked to properly calculate employee pay and benefits.

Time Worked

Time worked includes any and all time that a non-exempt employee performs any duties on behalf of the Company, and is used to determine overtime pay required where appropriate. Time worked also includes any work performed off-site or at home by non-exempt employees will be counted as time worked. Approval in advance is required for all off-site work and/or working from home.

La Posada Providencia also prohibits “off-the-clock” work. “Off-the-clock” work means work performed, but not reported. If you fail to report or inaccurately report any hours worked, you may be subject to disciplinary action, up to and including termination. Further, no manager or supervisor has the authority to instruct you to work “off the clock.” You must immediately contact management if you are ever instructed to work “off the clock” or to provide false information on a time sheet.

Timekeeping

Non-exempt employees must accurately record the time they begin and end their work each day. Non-exempt employees must also record the beginning and ending time of each meal period, as well as any overtime hours worked. They must also record the beginning and ending time of any split shift or early departure from work for personal reasons on the employee’s time sheet.

It is the employee’s responsibility to sign off on his or her time record prior to the end of the payroll cycle to certify the accuracy of all time recorded. Management will review and approve all hours worked prior to submitting it for payroll processing. If you think that corrections or modifications should be made to your time sheet, you should notify your manager or supervisor as soon as possible. Further, if for any reason your pay stubs show a disparity in your hours worked, you must immediately report that disparity to management. Any wage disparities will be handled in accordance with the Company’s pay correction procedures.

Enforcement

Timekeeping records are legal documents. Altering or falsifying time sheets, recording another employee’s time and any other similar conduct that results in an intentional misstatement of hours worked is strictly prohibited, and will result in disciplinary action, up to and including



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termination of employment. It is also a serious violation of Company policy for any employee or manager to instruct another employee to incorrectly or falsely report hours. If any manager or employee instructs you to: (1) incorrectly or falsely under- or over-report hours worked; or (2) alter another employee's time records to inaccurately or falsely report that employee's hours worked, you should report it immediately to management. Failure to do so may result in disciplinary action, up to and including termination.