

# BOARD POLICY No. ~~5331~~5013

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## Attendance and Leave Monitoring Policy

Date Adopted: 05 October 2000

Date Revised: 21 March 2019

Date Reviewed: 21 March 2019, March 2024

References: [Personnel Policy Handbook](#) [COM-FSM Human Resources Manual](#)  
Memorandum from the President re: Reminder on Work Hours, Annual Leave, and Comp Time, dated September 8, 2005  
Memorandum from the President re: Holiday Administrative Leave for Individuals on Special Contracts, dated December 20, 2000  
Memorandum to Business Office Manager from the President re: Holiday Status for Special Contract Holders.  
Memorandum from Comptroller dated October 5, 2000

The regular working hours for COM-FSM is from 8:00 a.m. to 5:00 p.m. Exceptions to this are employees who work at the residence hall, library, dining hall, safety and security, and all the teaching staff who are operating on a different schedule. However, arrangements could be made for those having difficulties in meeting the regular schedule to work at an alternate schedule, such as 8:30 a.m. to 5:30 p.m. Such schedule, if ever, must be posted in a place that is clearly visible to persons visiting the concerned employee's work area.

All regular employees are entitled with leave with pay. Entitlements are discussed in the Human Resources (HR) Manual Chapter 6 - Leave Program. In addition to the authorized leave as contained in the Leave Policies of the COM-FSM, the President may from time to time declare Holiday Administrative Leaves on days before or after a holiday. Employees on special contract may also be entitled to this if the days listed falls on a regular workday of the employee.

In contrast, employees under Special Contracts are not entitled with leave with pay. They follow the no work no pay policy. Exception to this is the teaching staff, wherein Holidays are paid even if they do not report for work, provided that their teaching duties are fulfilled.

Employees with leave balances shall not have a deduction due to absences/tardiness provided that they have submitted a duly approved Application for Leave.

[See Administrative Procedure 5013](#)