

## **TITLE I: CODE OF BUSINESS CONDUCT AND ETHICS**

### **ARTICLE V**

#### **ATTENDANCE**

**Sec. 1** - Workdays and hours are Monday to Friday from 8:00 AM – 5:00 PM. (Subject to change depending on business needs and nature of position)

**Sec. 2** - The Department Head may change an employee's work hours to meet exigencies of work. However, no employee may change his regular work hours without prior approval from his supervisor.

**Sec. 3** - An employee may request a change in his/her regular work hours for meritorious reasons by submitting a written request a week prior to its effectivity subject to the approval of his manager or Department Head.

**Sec. 4** - Hours worked shall be indicated on the Daily Time Record using Bundy Clock, Sprout, or Finger Scanner. Failure to do so, will give rise to presumption absence from work, which if not explained satisfactorily will deem absence without leave.

**Sec. 5** - All manually entered time records at the DTR must be countersigned by the Human Resources Officer, to vouch the presence of the member at work.