



Medina County Policy Manual



Policy: Time Sheets	Section: Pay Practices	Number: 3.045
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- A. Employee time sheets showing hours worked, sick, vacation, holiday, personal, compensatory time and leave without pay, will be filled out by each employee, signed by the appropriate supervisor, and submitted to the Human Resources department no later than 9:00 a.m. on the Monday of each pay period.
- B. Where a holiday falls in a pay week, time sheets are to be submitted to Human Resources no later than noon on the Friday of the week prior to the week in which the holiday falls.
- C. If time sheets are not properly submitted, pay may be held until the hours can be verified.
- D. Employees are responsible for recording their own time. Altering, falsifying, tampering with, or recording time on behalf of another employee shall result in termination.
- E. In certain departments employees will be required to use a time clock for tracking their hours.