



## The American University of Kurdistan Time and Attendance Policy

Policy Number: HR007  
Effective Date: June 6, 2022

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### I. INTRODUCTION

- a. **Authority:** The Board of Trustees (herein referred to as “Board”) at The American University of Kurdistan (herein referred to as “AUK” or “University”) is authorized to establish rules and regulations to govern and operate the University and its programs.
- b. **Purpose:** The purpose of this policy is to provide institutional procedures for time and attendance and their reporting.
- c. **Scope:** This policy applies to employees under AUK employment contract

### II. ROLES AND RESPONSIBILITIES

- a. **Responsible Executive:** Vice President for Administration and Finance
- b. **Responsible Administrator:** Employee’s Supervisor/Director of HR
- c. **Responsible Office:** Office of HR
- d. **Policy Contact:** Director of HR

### **III. POLICY STATEMENT**

The Time & Attendance Policy complies with the minimum requirements as set by Iraqi Labor Law.

### **IV. WORKING HOURS**

Working hours for administration and staff

The following apply:

- Employees are required to maintain a work schedule based on the standard of 40 hours – 5 days per week, unless otherwise indicated in their employment contract;
- Five days per week is defined as Sunday through Thursday; Friday and Saturday are considered as weekend;
- Working hours are defined as 08:00 – 16:30 or 08:30 – 17:00; the time schedule will be set by the employee’s supervisor and may vary based on their assigned shifts and the institutional needs;
- Employees are obligated to check-in upon entering and exiting the building to ensure proper time reporting.

Working hours for faculty

Expectations for working hours are computed based on the role model established in the contract and include course teaching load, class preparation, mandatory office hours, service obligations to the department/college/institution.

### **V. ATTENDANCE FOR ADMINISTRATIVE STAFF**

All employees with the exception of the faculty are expected to be present on campus as assigned. Any arrival to work after the time identified by the employee’s supervisor/director/dean/VP will be considered “late”; any departure from campus prior to the identified time will be considered as an early departure. Therefore, it is imperative that the employee execute the proper check-in and check-out procedures for accurate reporting. The University reserves the right to take disciplinary actions for the employees and issue warnings for late arrivals and early departures.

Employees are allowed to submit requests for “time-out” for emergencies. The recorded time-outs will be considered as leave and deducted from the employee’s leave balance. Employees should not leave the workplace prior to obtaining the required approval. In emergency cases, and if the immediate supervisor is not available, then the employee should contact the OHR.

Unexcused absences are considered leave without pay and will be deducted from the employee’s salary at the end of that month; in addition, a disciplinary action will be taken.

Type of Warning	Offense
First Verbal Warning	After 3 lates, receives a verbal warning from their supervisor copying HR.
Second Verbal Warning	At total 5 lates, receives final verbal warning from supervisor copying HR.
First Written Warning	At 6 lates, receives first formal email from supervisor copying HR.
Second Written Warning	At 10 total lates, receives second formal email from supervisor copying HR.
Final Written Warning	After 11 lates, receives final formal email from supervisor copying HR.
Downgrading	After 12 lates, supervisor and HR submit to respective VP or President a recommendation on salary cut.

## VI. POLICY HISTORY

- a. **Approved by:** Board of Trustees
- b. **Adopted:** June 6, 2022