

Mental Health Matters: A Better You, A Better ADMH

Office Coverage and Timecards

Q. How do Supervisors plan for office coverage?

A. The conference sessions are duplicated each day, so employees will choose to attend on June 24 or June 25. **Please review your availability and office coverage with your supervisor at this time.** If you cannot attend the conference, please communicate with your supervisor.

Q. I have to clock in and clock out. How will my timecard be adjusted?

A. Supervisors will have to manually clock in and clock out their staff. If you are a Non-Exempt staff member required to clock in and clock out, your supervisor will manage your timecard for the conference day you attend. Travel to and from the event will be included in your time. There is an 'off-site' reason for the manual punch.