**Exception Report Use and Guidelines**

It’s important that, as an employee of this facility, you remember to Clock In and Clock Out for your shift and that you manage your time wisely so that you get your lunch break. Should you forget to Clock In and Clock Out you run the risk of not getting paid if someone in management doesn’t catch your error. If you don’t manage your time wisely and make lunch breaks happen you’ll likely not have the lunch break you should have.

At times though you may forget to Clock In or Clock Out and remember to do so either after your shift started or ended. If this occurs and you’re still on the property please go back and Clock In or Out and then document on the **Exception Report** located in the Clock In room the actual time you arrived to or left work. If you’re not on the property call the Office Manager or Administrator during business hours to inform them of your error. If it’s after office hours when you recall you forgot to clock in or out please call a member of the management team the next day during business hours (8:00am – 5:00pm) and inform them of your error so that your clock in or out time can be corrected.

Should you miss a lunch break due to an unusual occurrence or have this break interrupted due to an Emergency that requires you to assist another caregiver immediately you’ll want to arrange with your Supervisor to get another uninterrupted lunch break. If no Supervisor is on campus when this occurs please arrange with your co-worker to take another uninterrupted break. If after you speak with your Supervisor or a Co-Worker it seems it’s not possible to take another uninterrupted lunch break you’ll want to document on the **Exception Report** that you didn’t get a lunch break. Simply write, “No Lunch Break.” By documenting on the Exception Report the facility management team will be able to adjust your time record so that you’re properly reimbursed for your actual time worked. *(FYI: A member of the management team will be in contact to identify what occurred that kept you from getting your needed break to make sure that everything was and will be done in the future to make sure you get time off you need in the future)*

**A Note regarding breaks:**
There’s always work to do in all businesses and all of our positions are busy. Because of this we all need our breaks. As such, we need to respect our own and our co-worker’s break times and only interrupt their break times and ask for their help during their break when the person watching the floor truly requires an extra hand due to an exceptional event. In turn, it’s also each employee’s responsibility to take and use their full break time. This generally requires good time management and asking staff who want you to leave your break to help them if what they need help with really requires your help now. If you find it’s difficult to get your lunch break please call the Administrator during office hours and arrange a time to meet with him/her so that you can discuss a plan to help you get your breaks.

**Employee Acknowledgement:**
I’ve read, understand and will follow this policy: Name:________________ Date:______