

 <p>LBP RESOURCES AND DEVELOPMENT CORPORATION 24TH Floor LBP Plaza 1598 M.H Del Pilar cor. Dr. J. Quintos St. Malate Manila</p>	ADMINISTRATIVE MANUAL	Class Code: D
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0701 General

The regular number of hours by a full- time employee is 40 hours a week or five (5) days in a workweek.

0702 Work Hours

Regular office hours are from 8:00AM to 5:00PM.

Request for change in the regular office hours kept by an employee shall be forwarded to the Gen. Manager stating the reason for such request. The Gen. Manager shall then assess the merits of the request and shall recommend appropriate actions for the approval by the President. In no case shall the new office start before 7:00AM nor end 7:00PM.

0703 Meal Periods

Each employee shall be entitled to a meal period of 60 minutes.

0704 Rest Periods

A full-time employee may be granted two 15 minutes rest periods, one to be taken in the morning and one in the afternoon. Such rest periods shall be considered as time worked.

0705 Travel Time

- A. Approved travel during an employee’s regular working hours on work days is counted as time worked.
- B. Travel time between home and work place is not time worked. Authorized travel which shall be of the following nature/ purposes: (a) site inspection for preparation of project cost estimates; (b) meetings; (c) project inspection for preparation of work accomplishment; (d) conference, seminars or workshops; (e) ocular inspection of ROPA under Property Management Agreement; (f) delivery and hauling; and (g) other similar activities not requiring prolonged stay outside the permanent official station. This shall exclude supervision of projects implemented by administration, completion of punch

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list works, processing of building permits, and other activities requiring prolonged stay in the field.

0706 Recording of Hours Worked

- A. All employees shall be required to use the Bundy clock or the biometric finger scanner device to register their time of arrival, lunch break and departure on the said device.
- B. There should be at least a ten (10) minute gap between an “out” register and “in” register on lunch break.
- C. An employee who registers for another employee shall be subject to disciplinary action.
- D. In case of loss of electricity or breakdown of the device, all employees should log at the attendance logbook with signature.
- E. All position from Department Heads and above shall not be required to use the Bund Clock. Instead they shall submit a Daily Time Record to Administrative Section Head.

0707 Tardiness

- A. Employee who failed to time “in” during the day shall be considered absent.
- B. Tardiness or under time shall be charged to Employee’s Leave Credits if any, otherwise, corresponding deductions shall be made from their salaries.
- C. If an employee incurs unauthorized/unapproved absences exceeding the allowable two and a half days (2.5) in a month
 - a) three (3) months in semester;
 - b) three (3) consecutive months in a year or
 - c) four (4) months in a year.
- D. An employee shall be considered habitually tardy if he/she incurs tardiness or under time, ten (10) times in a month, with no grace period and/or incurs a cumulative of six (6) hours or three hundred sixty (360) minutes tardy/under time in a month, for at least;

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- a) two (2) months in a semester
- b) two (2) consecutive months in a year; or
- c) four (4) months in a year

Half day either morning or afternoon shall be considered tardy or under time, respectively, therefore shall be counted as one (1) time, except approved vacation or sick leave.