

River Valley Child Development Services

Work Week Policy Procedure

NON-EXEMPT

- [Timesheets](#) must be completed and submitted by the date designated by the supervisor at the end of each payroll period.
- [Leave Request Forms \(LRF\)](#) must be submitted to and approved by the supervisor.

EXEMPT

- [Exempt Employees Work Verification Form \(EEWVF\)](#) must be completed and submitted by the date designated by the supervisor at the end of each payroll period.
- [Leave Request Forms \(LRF\)](#) must be submitted to and approved by the supervisor.

ADJUSTED TIME

- Adjusted time must be approved by supervisor in writing by e-mail, schedule, etc.