	STANISLAUS COUNTY COMMUNITY SERVICES AGENCY	Developed by/Date: Per Old DSS Manual Prior to 2002, Rev. 1/22/09 Rev. 4/19/10	Page: 1 of 2	Number: 2.3
				Category: Time Keeping and Attendance
		Reviewed by/Reviewed Date: CSA Exec Team 5/24/10	Replaces:	Distribution: All Staff
Title: **ATO Versus DOC Time Clarification**			Approved: 5/24/10	

Policy ☐   **Procedure** ☐   **Guideline** ☑

Purpose

To offer some clarification to the differences between two types of non-paid hours for employee timecards. These two earn types are **ATO and DOC** and are very different from each other.

Definition

The first code is **ATO or Approved Time Off***.* The second code is **DOC or Dock Time***.*

Procedure

These two earn types both reflect unpaid time but are very different from each other*.* **ATO** should be allowed only when an employee is absent from work and does not have sick, vacation or comp time on the books, but the time off is pre-approved by the supervisor. This should be used rarely, in very limited circumstances. **DOC** should be used when an employee is absent from work and cannot claim sick, vacation or comp time, and the time off is **not** approved by their supervisor. The reason for these two types of codes is to accurately account for employees non paid time. The time counted towards **DOC** is typically used when sick or vacation time taken was not pre-approved or in employee discipline. An employee may not be able to claim sick, vacation or comp time because they either do not have the time accrued or they are on a leave restriction.

The Department will use the time reporting codes (TRCs) in the following order:

1.   Sick (SCK) – if employee has Sick time on the books.

2.   CompTime Used as Sick (CUS) or Vacation Used as Sick (VUS) – If employee asked in advance or employee is on FMLA (this keeps the employee whole because the employee followed policy).

3.   Dock Time (DOC) – if the employee just took off with no notice and/or no doctor's note or employee is on a Leave Restriction (this may seem punitive, but the employee did not give supervisor//Department any information, so it is appropriate).

4.   Approved Time Off (ATO) – This is extremely rare. The employee must be out of all accurals, have ATO approved in advance.

Examples

1.   Employee is new and has very little accrued time on the books. The employee was hired by the supervisor with the knowledge that the employee had an extended vacation booked and would need time off. Once the employee exhausted any accured vacation time, the supervisor should code the timecard with ATO to show their approval for this non-paid time off.

2.   Employee is on a leave restriction and cannot use vacation as sick time. Employee is out sick and has used all of their sick time accrued. The supervisor should code the timecard DOC time to reflect the unapproved time off for the employee.

3.   Employee has an upcoming vacation and has received approval based upon vacation accurals. After approval, he/she used VUS so they no longer have vacation accurals to cover their time off. The supervisor should either: (a) Allow vacation only for the time period that the employee's vacation accurals will cover; (b) Allow employee to be gone for the entire planned time off and code ATO for time not covered by vacation accurals. If there are no vacation accurals and time is taken without approval, the time will be coded as DOC.

These examples should help to demonstrate some of the variations between ATO and DOC time and its usage. The ATO earn type should represent unpaid time off that is approved by the supervisor, while the DOC earn type should represent the unpaid time off that is not approved by the supervisor.

Any employee specific questions to this clarification memo should be addressed with your manager and/or personnel on a case by case basis.