



Memo

To: All GNLV Employees
From: Human Resources
Date: May 15th, 2025
Re: Employee Handbook Supplement Update – Clock In/Out Policy

Please be advised that our Clock In/Out policy in our Employee Handbook Supplement has been updated to reflect the change in our procedure that went into effect on March 17th, 2025.

Here is the updated policy which is on page 13 of the Handbook Supplement.

“Employees may clock in no earlier than five (5) minutes before their scheduled start time, and are required to clock out on the same minute they clocked in. There is a five (5) minute “grace period” after the required clock out time. Clocking in earlier than five (5) minutes before your scheduled start time or clocking out after the five (5) minute grace period without manager approval is considered unauthorized overtime and may result in disciplinary action, up to and including termination. Attendance points will be issued for all attendance violations (tardiness, absences, etc.). Refer to the Attendance Standards for detailed information.

Consult with your manager regarding questions on clock in/out procedures. You are expected to be clocked in for all work performed and clocked out once you have completed your work. Working “off the clock” is strictly prohibited. Any overtime worked by non-exempt employees must be authorized in advance by management. Any violation of this policy may result in disciplinary action, up to and including termination.”