SNU Policy: Exempt Staff Employee Work Hours & Leave Usage
Policy Category: Benefit Information / Employment Practices D-18
Reviewed by: Director of Human Resources
Approval Authority: Vice President for Business & Finance
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Next Review Date: March 06, 2031

1. Purpose

This policy outlines expectations for exempt (salaried) employees regarding work hours, attendance, and the use of vacation, personal, or sick leave when weekly work hours fall below the employee's assigned full-time equivalent (FTE) schedule.

2. Scope

This policy applies to all **exempt staff employees** in positions classified as **0.50 FTE to 1.0 FTE**. Faculty members are covered under separate academic policies and are not included within this policy.

3. Work Hours Expectations

1. Exempt employees are paid a fixed salary to perform the full scope of their job responsibilities, not based on hours worked. Exempt employees are exempt from overtime compensation under the Fair Labor Standards Act (FLSA) and are not entitled to overtime pay.
2. Exempt employees are expected to:
   - Fulfill their **assigned FTE schedule** (e.g., 40 hours for 1.0 FTE)
   - Maintain consistent attendance and availability during established business hours
   - Meet performance expectations and departmental operational needs
3. While some work outside regular business hours may occur, exempt employees are still expected to perform the **full weekly workload** associated with their position.

4. Requirement to Use Leave When Work Hours Fall Below FTE

1. If an exempt employee is away from work during business hours for personal reasons, illness, or any non–work-related absence, the employee must use **available paid leave** (Vacation, Sick, or Personal Leave) to account for time not worked.
2. Leave must be recorded in accordance with the following policies:
   - **Vacation Leave Policy** (SNU Policy D-3)
   - **Sick Leave Policy** (SNU Policy D-3)
   - **Personal Leave Policy** (SNU Policy D-4)
3. Use of leave is required whenever the employee's weekly hours fall below the assigned schedule **unless**:
   - The absence is flexed within the *same* work week and approved by the supervisor, or

- The supervisor has approved the employee being away from work without charge to leave due to job-related circumstances (e.g., conferences, off-site work obligations, remote work arrangements).

4. A "**workweek**" is defined as beginning on Sunday at 12:00 am (Midnight) and ending at Saturday at 11:59 pm.

5. Flex Time for Exempt Employees

1. Supervisors may authorize flexible scheduling within a **single workweek** to accommodate occasional personal needs or fluctuating workloads.
2. Flex time must:
   - Be pre-approved by the supervisor
   - Not accumulate or carry over into future weeks
   - Not reduce the employee's full weekly responsibility for position duties
3. If an employee cannot make up time within the same workweek, **accrued leave must be used**.

6. Leave Reporting Requirements

1. Exempt employees must report the actual amount of **vacation**, **sick**, or **personal** leave taken, even though they do not report total hours worked.
2. Leave is reported in alignment with existing policies:
   - Sick leave may be taken in **one-minute increments**.
   - Vacation may be taken in **one-minute increments**.
   - Personal leave may be taken in **one-minute increments**.
3. Supervisors are responsible for ensuring:
   - Leave is recorded accurately
   - Schedules are followed
   - Employees do not work below their FTE without appropriate leave

7. Unpaid Time

1. If an employee has no available leave and is unable to meet their scheduled hours, supervisors must consult Human Resources.
2. Unpaid time will only be approved in limited circumstances and must comply with FLSA regulations for exempt employees.
3. Deductions from pay are permissible when an exempt employee: is absent from work for one or more full days for personal reasons other than sickness or disability; for absences of one or more full days due to sickness or disability if the deduction is made in accordance with a bona fide plan, policy or practice of providing compensation for salary lost due to illness; to offset amounts employees receive as jury or witness fees, or for military pay; for penalties imposed in good faith for infractions of safety rules of major significance; or for unpaid disciplinary suspensions of one or more full days imposed in good faith for workplace conduct rule infractions. Also, the university is not required to

pay the full salary in the initial or terminal week of employment, or for weeks in which an exempt employee takes unpaid leave under the Family and Medical Leave Act. The university prohibits improper deductions from pay except as required or permitted by applicable law. If you have questions about any deductions or if you believe an improper deduction has been made, you must immediately report your concerns to your supervisor or Human Resources. The university will investigate all complaints concerning an employee's pay. In the case of an improper deduction, the university will cease making the improper deduction and employees will be reimbursed for any improper deductions. In addition, the university will take reasonable steps to ensure that the error does not recur in the future.

8. Holiday Weeks

To receive holiday pay, exempt employees must be in paid status for the scheduled workday **before and after** the holiday unless an approved leave (vacation, sick, personal, or other HR-approved leave) is used.

9. Accountability

Patterned absences, failure to request leave in advance, or continued inability to meet scheduled hours may result in:

- Disciplinary action
- Performance improvement planning
- Review of job expectations or FTE assignment