SNU Policy: Non-Exempt Staff Employee Work Hours & Leave Usage
Policy Category: Benefit Information / Employment Practices D-17
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 non-exempt (hourly) employees regarding work hours, attendance, timekeeping, and the appropriate use of paid leave. It ensures compliance with the Fair Labor Standards Act (FLSA) and supports consistent scheduling and staffing practices.

2. Scope

This policy applies to all **non-exempt staff employees** in positions classified as **0.50 FTE to 1.0 FTE**. Faculty members and exempt employees are covered under separate policies.

3. Work Hours Expectations

1. Non-exempt employees are paid based on **actual hours worked** and must accurately report all time worked.
2. Employees must:

    - Adhere to their assigned work schedule
    - Obtain supervisor approval before altering their schedule
    - Accurately clock in and out for all hours worked
    - Take required meal breaks and comply with department procedures

3. Employees may not:

    - Work "off the clock"
    - Begin work early, stay late, or work overtime without prior supervisor approval

4. Overtime is paid in accordance with federal and state law for **hours worked over 40 in a workweek**. A "workweek" is defined as beginning on Sunday at 12:00 am (Midnight) and ending at Saturday at 11:59 pm.

4. Use of Paid Leave

Non-exempt employees must use accrued leave types in accordance with the related policies:

- **Vacation Leave Policy**
- **Sick Leave Policy**
- **Personal Leave Policy**

4.1 When Leave Must Be Used

Paid leave must be used when the employee:

- Is absent for personal reasons
- Is absent due to illness or for medical appointments
- Is unable to work scheduled hours
- Leaves work early or arrive late for non-work-related reasons
- Takes time off during a week that includes a holiday (based on holiday pay eligibility)

4.2 Partial-Day Leave

Leave must be used for **any portion of a scheduled shift not worked** unless:

- The absence is covered by an approved flexible schedule during the same workweek, or
- The supervisor authorizes making up hours due to operational needs

4.3 Reporting Leave

1. All leave used must be recorded **in the same pay period** in which the absence occurs.
2. Vacation may be taken in **one-minute increments**.
3. Sick leave may be taken in **one-minute increments**.
4. Personal leave may be taken in **one-minute increments**.

5. Flex Time for Non-Exempt Employees

1. Limited flexing of hours within the **same workweek** may be approved to accommodate workload or scheduling needs.
2. Flex time must:

    - Not result in overtime unless authorized
    - Be pre-approved by the supervisor
    - Occur only within the same workweek to remain compliant with FLSA

3. Flex time cannot be used to avoid leave usage when the employee is unable to work their full schedule **unless approved in advance** by the supervisor.

6. Holiday Pay

To be eligible for holiday pay:

- The employee must be in a **paid status** the scheduled workday before and after the holiday
- Approved leave (vacation, sick, or personal) may be used to meet this requirement

Employees who do not meet paid-status requirements will receive pay only for hours actually worked.

7. Unpaid Time

1. Unpaid time may occur if the employee has no applicable leave available.
2. Unpaid time must be approved by the supervisor and may trigger HR review for attendance concerns.
3. If unpaid time becomes frequent or patterned, disciplinary action may be implemented.

8. Timekeeping Requirements

1. Employees must accurately record all hours worked using the university's timekeeping system.
2. Supervisors must review and approve timecards for each pay period.
3. Falsification of time records is grounds for disciplinary action, up to and including termination.

9. Attendance & Accountability

Excessive tardiness, early departures, patterned absences, or failure to follow call-in procedures may result in:

- Disciplinary action
- Performance improvement plans
- Review of employee status or scheduling