



Approved By: Garrett Evans,
City Manager

Subject: Leave Reporting for Exempt Employees

Purpose

To establish use of a Citywide leave reporting procedure for exempt employees to ensure the Wage and Hour provisions of the Fair Labor Standards Act (FLSA) are being met.

Background

Several positions in the City are classified as exempt from the overtime provisions of the FLSA. Hourly timesheet accounting for all hours worked is not appropriate for use by exempt employees as a method of reporting leave utilization. An alternative method of reporting leave utilization is needed to maintain employee accountability.

Policy Statement

Exempt employees are required to submit an 80-hour timecard each pay period regardless of whether or not there was actual leave utilization to report.

Time-off reported shall to be in minimum daily increments of two (2) hours. This means absences of less than two (2) hours in a single day are not required to be shown on the timecard but must still be approved as required by supervisors in advance.

When an entire day of leave is utilized, it is to be recorded as eight (8) hours of leave utilization for those employees on a normal work schedule, or a higher amount (such as 10 hours) for alternative work schedules.

Exempt employees are to continue to request time off from supervisors in advance as required by the supervisor.