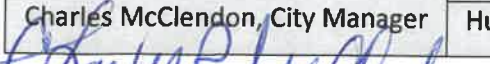


CITY OF CATHEDRAL CITY ADMINISTRATIVE POLICY			HR-AP 02
Approved by:	Distributed by	Original Date	
Charles McClendon, City Manager 	Human Resources	April 2017	

SUBJECT:

EXEMPT EMPLOYEE LEAVE TIME REPORTING PROCEDURES

PURPOSE:

To set forth the procedure for the reporting of leave time for exempt employees.

COVERED EMPLOYEES:

- All Exempt Employees – Exempt employees serve in positions that the City has designated as “exempt” under the Fair Labor Standards Act (FLSA). Exempt employees are not eligible to receive overtime under the FLSA. Rather, exempt employees receive a predetermined “salary” amount per pay period, which constitutes the employee’s compensation for the pay period.

PROCEDURES AND RESPONSIBILITIES:

Exempt Employee:

- Follow your department/unit request for leave procedures, which require Supervisor approval for use of leave time.
- Complete and submit the Exempt Employee Leave Time Sheet for leave time that is a half day or greater than a half-day (4 hours for 5/8 schedule; 5 hours for 4/10 schedule). Such leave time shall be reported in half-day (4 or 5 hours) increments.

Supervisor:

- Establish and enforce a leave approval process that meets the operational needs of the department/unit.
- Review and approve, if appropriate, a submitted Exempt Employee Leave Time Sheet.

An exempt employee is expected and required to fulfill the duties and responsibilities of his/her position, and be generally available during his/her normal work schedule on working days.

An exempt employee’s supervisor may inquire about the employee’s actual working hours in an effort to determine the employee’s productivity. In addition, the City may require that the exempt employee work a specific normal work schedule that conforms to the operations for the employee’s department.

Where an exempt employee has exhausted all available accrued vacation and float leaves, the employee’s salary may be docked (i.e. reduced) for full-day absences due to personal reasons.

Employees shall report leave taken under the Family and Medical Leave Act (FMLA) and California Family Rights Act (CFRA) by completing the required FMLA/CFRA forms.

Employees who have questions regarding this procedure should contact Human Resources as soon as practicable.

Q&A

What should I record if I leave work for a one-hour dentist appointment?

The exempt employee should not record any leave time on the Exempt Employee Time Sheet because the leave time is less than a half day (4 hours for 5/8 schedule; 5 hours for a 4/10 schedule).

What should I record if I leave work for 2-hours to attend to an emergency personal family matter?

The exempt employee should not record any leave time on the Exempt Employee Time Sheet because the leave time is less than a half day (4 hours for 5/8 schedule; 5 hours for a 4/10 schedule).

What should I record if I leave work for 6 hours to attend to an emergency personal family matter?

The exempt employee should record a half-day (4 hours for 5/8 schedule; 5 hours for a 4/10 schedule) of leave time and note the appropriate leave time category (e.g. vacation, family sick) on the Exempt Employee Time Sheet. Since recording of leave time for exempt employees is in half-day increments, the exempt employee would not have to record any leave time in excess of the half-day until the leave time reaches a full day (8 hours for a 5/8 schedule; 10 hours for a 4/10 schedule).

If I work 2 hours on a weekend or in an evening past my normal work schedule, can I come to work 2 hours later than usual on my next scheduled working day?

No. Exempt employees are responsible for performing the duties of the position. Accordingly, it is not unusual for exempt employees to have to work evenings or weekends in addition to the employee's normal work schedule, which may result in the employee working more than 40 hours per week.

Unless the exempt employee receives approval from their Supervisor to work a flexible schedule, the employee is expected to be generally available during his/her normal work schedule.

Do I record 2 hours of work on a weekend or in an evening past my normal work schedule?

No. Exempt employees are not eligible to receive overtime. Since exempt employees are paid a predetermined bi-weekly salary (i.e. "salaried employee"), time worked beyond the employee's normal work schedule is not recorded in the system.