

CITY OF CATHEDRAL CITY			HR-AP 02
ADMINISTRATIVE POLICY			
DocuSigned by:	Approved by:	Distributed by	Original Date
	<i>Charles McClendon</i>	Human Resources	April 2017
Charles McClendon, City Manager			Revised October 2021

SUBJECT:

EXEMPT EMPLOYEE LEAVE TIME REPORTING PROCEDURES

PURPOSE:

To set forth the procedure for reporting 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.

PROFESSIONAL WORK WEEK:

Exempt employees are generally expected to work a “professional work week,” which, for full-time employment, equates to forty hours a week, but can often mean more hours. Exempt employees are expected to work as many hours required to meet their job responsibilities, including evenings, weekends, and extended travel, if necessary.

Under the FLSA, exempt employees are not eligible for paid overtime or compensatory time. It is, however, generally expected exempt employees will communicate, in advance, with their supervisor about scheduled absences during their typical working hours to ensure that absences do not interfere with their job responsibilities and impact the work of the office and their teammates.

PARTIAL DAY ABSENCES:

Exempt employees can be expected to use leave accruals for partial day absences. Partial day absences are intended to acknowledge the hard work and long hours worked by employee, while accommodating the associated challenge of taking care of personal business, when necessary. This does not mean, however, that partial day absences may be used on a regular basis as a form of compensatory leave, or to change the agreed upon work schedule. If a supervisor believes partial day absences are being used inappropriately, the supervisor should clarify expectations. Unlike absences covered by accrued leave, the expectation is an employee will complete their duties within the normal timelines, when they utilize partial day absences.

PROCEDURES AND RESPONSIBILITIES:

Exempt Employee Responsibility:

- Follow your department/unit request for leave procedures, requiring Supervisor approval for using leave time. Leave time shall be reported in half-day (normally 4 hours for 5/8 schedule: 5 hours for 4/10 schedule: 3 hours for 6-hour shifts) increments when working less than half-day. No leave shall be recorded when working more than half-day.

Supervisor:

- Establish and enforce a leave approval process meeting the operational needs of the department/unit. Time shall not be recorded in less than half day (normally 4 hours for 5/8 schedule: 5 hours for 4/10 schedule: 3 hours for 6-hour shifts) increments for exempt employees.
- Review and approve, if appropriate, a submitted Exempt Employee Leave Time Sheet.

Leave time is expected to be scheduled and approved by the employee's supervisor in advance whenever possible. 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 or assuring that the employee is meeting the expectations of the position either from an attendance or productivity perspective. In addition, the city may require the exempt employee work a specific normal work schedule conforming to City operations.

Where an exempt employee has exhausted all available accrued vacation and float leaves, the employee's salary may be 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 if the leave time is less than a half day (normally 4 hours for 5/8 schedule: 5 hours for 4/10 schedule: 3 hours for 6-hour shifts).

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 if the leave time is less than a half day (normally 4 hours for 5/8 schedule: 5 hours for 4/10 schedule: 3 hours for 6-hour shifts).

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

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). For this example, 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.

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.