

Leave Reporting For Exempt Employees

- I. **Purpose.** To establish a standard, consistent Citywide leave reporting procedure for exempt employees to ensure that the City meets the Wage and Hour provisions of the Fair Labor Standards Act (FLSA).
- II. **Background.** Several positions in the City are classified as exempt from the overtime provisions of the FLSA. It is not necessary or appropriate for exempt employees to undertake hourly timesheet accounting for hours worked and leave utilization. An alternative method of reporting leave utilization is therefore needed, and required to maintain FLSA compliance.
- III. **Policy Statement.** Exempt employees shall submit an 80-hour timecard each pay period regardless of whether or not there was actual leave utilization to report.
 - a. Employees shall only report leave on their timecard if four (4) or more hours of a specific kind of leave are taken on a given day. If four (4) or more hours of leave are taken on a given day, the employee shall record the actual number of leave hours taken. Timecard reporting shall be in increments of 0.25 hours.
 - b. 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.
 - c. Exempt employees are to continue to request time off from supervisors in advance as required by the supervisor.