

2020



# Supervisor's guide for leave management

This guide attempts to address the common questions supervisors may have regarding employee leave time. Please refer to the Staff Handbook for current policies.

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## **Overtime**

Bi-weekly (non-exempt) employees working more than 40 hours in a week, **must** be paid overtime (1-1/2 times their normal rate of pay). The calculation of hours counted include time worked and holidays. Employees are required to gain supervisor approval before working overtime, however, even if this did not occur, Carleton is required to pay the employee overtime for hours worked in excess of 40 hours per week.

## **Comp-time**

Employees are **not** allowed to work more than 40 hours in one week, and bank the hours worked over 40 to be taken off in a different week. Federal law requires Carleton to pay non-exempt employees for all hours worked in a pay week. The workweek starts on Sunday and ends on Saturday. Pay periods and paydays are listed on the [Payroll website](#).

## **Position FTE management**

Supervisors are responsible for managing an employee's total work hours within the approved FTE for the position. If an employee is regularly working more (or less) than the approved hours, the supervisor should contact Human Resources for a position review.

## **Flexible work time/Remote work**

Some positions at Carleton qualify for either flexible or remote work. You can find more information about these options with the following links:

[Flexible Work Time](#)

[Remote Work](#)

## **Reporting and approving use of accrued time off**

### **Bi-weekly employees**

Bi-weekly employees will report their time worked along with utilization of any leave type in Web Time Entry. Supervisors are responsible for reviewing and verifying the accuracy of the entries by 11:59pm on the Monday following the pay period. Both work and leave time are approved through the same process for bi-weekly staff. Full instructions can be found on the [Payroll website](#). Bi-weekly employees will receive their accruals for that pay period after the payroll is processed.

## **Exempt employees**

Exempt employees are required to enter their leave utilization on a monthly basis using the Exempt Leave Reporting tab in the Hub. There is no reporting of hours worked for exempt employees.

Exempt employees report time utilization in either full or half-day increments. Full-time exempt employees are expected to regularly work at least 40 hours per week. Understanding that exempt employees often work more than 40 hours per week, if an exempt employee misses less than 2 hours of work in a day they do not need to report the time off, if they miss between 2-6 hours in a day they should report a half-day of leave utilization. If they miss 6 or more hours they should report a full day of leave utilization (if part-time exempt, prorate based on FTE).

If an exempt employee does not utilize any leave in a given month, they are instructed to enter the code No Time Used This Month (NTU) on the last day of the month. Exempt employees are required to enter their time by the 3<sup>rd</sup> working day of the following month. Supervisors are required to approve exempt leave time in the Hub on a monthly basis by the 6<sup>th</sup> working day of the month. Exempt employees will receive their accruals on the 7<sup>th</sup> working day of the next month. It is important to note that exempt employees will not accrue leave time if they have not reported leave utilization or No Time Used for the preceding month.

Instructions for exempt leave approval are posted on the Human Resources website.

## **Negative vacation balances**

In some cases, an employee may use a portion of their **vacation** before it is earned, creating a negative leave balance. Information regarding the limits on negative leave balances can be found in the [Staff Handbook](#). The purpose for allowing employees to use vacation before it is earned (negative balance) is in response to the cyclical work of many offices around campus that may dictate when an employee can be away from work, sometimes before they have earned it. It is not the College's intent for employees to carry a negative balance for an extended period, and supervisor approval is required before an employee can use unearned vacation time. This does not apply to other leave types.

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## **Holiday Pay**

The College generally provides benefit-eligible employees with 7 paid holidays per year. College-paid holidays are listed on the Human Resources website.

Bi-weekly (non-exempt) employees are provided a bank of holiday hours at the beginning of each fiscal year prorated by their FTE. Bi-weekly employees generally should list the same number of holiday hours as what they were scheduled to work. Employees may not enter more hours than they are generally scheduled to work as this could create overtime. If a bi-weekly employee has exhausted their holiday leave bank, they should report additional holiday time as floating holiday or vacation utilization.

If a bi-weekly (non-exempt) staff employee is required to work on a College paid holiday, the employee will receive overtime pay (1.5 times regular pay) for the hours worked on the holiday. In addition, the bi-weekly (non-exempt) employee can choose to report holiday utilization. In doing so, the pay rate earned for working the holiday is 2.5 times regular pay. If a salaried (exempt) employee is required to work on a College paid holiday, the salaried (exempt) employee is allowed to schedule another paid day off before the end of the following month.

If a bi-weekly employee has holiday hours remaining after January 1<sup>st</sup>, they should work with their supervisor to take time off prior to June 30<sup>th</sup> and report holiday hours used. Holiday hours do not carry over from one fiscal year to another.

Non-benefit eligible employees and student employees do not qualify for holiday pay. These employees, with supervisor approval, can work additional hours on other days in the holiday week in order to work their full scheduled hours.

## **Weather Days**

In the event of an inclement weather event, staff may follow normal call-in procedures to use a weather day. Benefit-eligible staff receive up to two weather days per year (prorated by FTE).

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If an employee has exhausted their bank of weather days, they can choose to use vacation or floating holidays to cover additional time out of the office due to a weather related event.

Prior approval from the supervisor is required for an employee to use a weather day absent a weather related event.

Weather days are only valid for the fiscal year received.

## **Funeral Leave**

The College provides benefit-eligible employees paid time off to plan and attend the funeral of a relative or attend the funeral of a friend.

Maximum amounts for funeral leave is listed in the Staff Handbook. The amount of time granted is based on the time needed to plan and attend the funeral. Benefit-eligible bi-weekly (non-exempt) employees should enter the hours on their time sheet as either funeral leave or funeral of a friend. Benefit-eligible exempt employees should report funeral leave in the Exempt Leave Reporting section of the Hub.

Employees may also use some accrued sick time as bereavement time.

## **Leave types**

There are several different types of leave types at Carleton. The links below will bring you to information on each of the leave types.

- [Vacation](#)
- [Floating Holiday](#)
- [Sick](#)
- [Holiday](#)
- [Weather Days](#)
- [Civic duty](#)
- [Paid FMLA](#) (Leave of Absence #4)
- [Unpaid FMLA](#) (Leave of Absence #4)
- [Funeral leave](#) (Leave of Absence #5)
- [Parental Leave](#) (Leave of Absence #7)