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Section: Human Resources	
Subject: Exempt Employees Leave and Hours Worked	

Exempt Employees Leave and Hours Worked

This policy describes the overall expectation of hours worked by Exempt Employees as well as the policy and procedure on requesting and taking leave.

Policy:

Leave:

Exempt employees are required to request leave BEFORE leave is taken with the exception of sick leave. All sick leave should be requested through your supervisor on the day following the illness. For sick leave taken in excess of 3 days consecutively, a note from a physician is also required.

Annual leave may or may not require a leave slip. Leave should be requested through the immediate supervisor at the same time that the time off is discussed and planned for. If the employee is typically working more than 40 hours per week, a leave slip will not be required for only one day taken off. Advance coordination through the Leave Process system as "Out of Office" leave must still be made with the direct supervisor and Executive Director as appropriate. If more than one day is taken off consecutively, the employee and the direct supervisor will decide if a leave slip needs to be turned in. If needed, the Executive Director will have final say as to whether leave will be taken.

Hours Worked:

Exempt employees are not typically required to punch in or out. They are expected to work an average of no less than 40 hours per week. As professionals and based on the type of work Dining Services' Employees do, some weeks are much busier than others. A week of 60 hours may be followed up by a week requiring 30 hours. As an overarching principle, "There is work to be done, not hours to be put in."

Certain circumstances may make it necessary to have exempt employees punch in and out. If this is the case, the employee will be issued a TC1 log in number and will follow punch in and out procedures as any other employee would. Circumstances making this necessary will be reviewed between the immediate supervisor and the Executive Director and the decision to utilize a time clock will be made by the Executive Director.

Procedure:

All leave and time off or time away from the office (for at least one day) for any reason is requested and/or documented through Service Now.

Link to Leave Process: <https://leave.usu.edu>

Employee will log in using their USU Strong Password and follow directions.

The Related Articles section on the right side helps explain the process.

Once leave is requested, the supervisor will receive an e-mail and will either approve or deny the leave. Once approved, the leave will appear on the Department Leave Calendar and anyone in the notification cue will be notified.

If a change in who authorizes leave or who should be notified, a request will be made to the Executive Director and he will process the request if appropriate.