

Exempt Staff Leave Reporting for Partial Days

Reporting Leave on Partial Work Days with Accrued Leave to Cover it (4 hour rule)

Vacation – If an exempt staff member works any time up to four hours and the other 4+ hours are vacation time - the staff member reports ½ day regular pay and ½ day vacation.

Sick Leave – If an exempt staff member works four hours or less and leaves for a reason qualifying for the use of accrued sick leave, the staff member report ½ day regular pay and ½ day sick leave.

Example 1. Exempt employee works from 8:00 to 12:10 (four hours ten minutes) and goes home ill. They claim eight hours regular pay.

Example 2. Exempt employee sleeps in after getting in late from a vacation and works from 3:00 until 6:00 - they claim ½ day vacation leave and ½ day regular pay.

When an FMLA, CFRA, Paid Disability Leave or Paid Family Leave starts or ends during a pay period or is intermittently taken, a exempt staff follow a different process.

This is the exception to the four-hour rule. The exempt staff should not complete an online leave report. Instead they should complete the **Exempt Staff Medical or Disability Leave Reporting Form** found under Employee Resources and Forms on the Stockton HR web page.

Example An employee on intermittent leave is working 5 ½ hours each day for the month of January and using FMLA for the remaining 2 ½ hours. Report 2 ½ leave hours on the form for the specific day it occurs. The Benefits Specialist in Stockton will assign the correct type of accrued leave.

The supervisor should review and sign the form or initial and send to the Stockton Benefits Specialist by confidential fax to (209) 946-2835 or by email to employee_benefits@pacific.edu by the end of the month.

If the exempt staff member is away from work for the entire pay period, the supervisor does not need to prepare a timesheet. The Benefits Specialist will initiate and prepare the timesheet for Payroll.

Greg Walters August 1, 2017