To: Executive Council, Deans and Directors

From: Rick Miller, Vice President and General Counsel
William Mai, Vice President for Administration
Nell Russell, Associate Vice President, Human Resources and Diversity

Date: May 20, 2016

Re: Reporting and Tracking of Vacation and Sick Leave for Exempt/Salaried Employees

The annual salary that the University pays to exempt/salaried workers is based on the expectation that the employee will work a standard work week of 40 hours. Actual hours worked by exempt employees may sometimes fluctuate somewhat due to projects and other workload. Unfortunately, the University has advised in the past that exempt/salaried employees are not required to report any vacation and/or sick leave that is less than four (4) hours. This practice is not consistent with the University’s policy or Federal law.

Going forward, as part of the University’s policies on vacation and sick leave, and in accordance with guidance from the Wage and Hour Division of the U.S. Department of Labor, exempt employees will be required to track and report the exact number of hours of vacation and sick leave used each month. All time off must be approved by the supervisor regardless of whether the time off is for medical or non-medical reasons. In addition to the supervisor’s right to track hours worked per week, exempt employees are also required to submit a detailed record of their vacation and sick leave used on a monthly basis.

Please distribute this memorandum to managers and supervisors within your units. Contact Human Resources with any questions.