



# Human Resource Services

## Exempt Employees: Reporting of Time

Employees that meet exemption requirements for executive, administrative, or professional occupations are exempt from overtime pay provisions under the Fair Labor Standards Act (FLSA).

Sacramento City Unified School District exempt employees are not compensated for work beyond an eight-hour day or for working additional days. Exempt employees are entitled to the same sick leave, vacation, personal necessity, etc., as other district employees. Note: A non-represented management employee who works less than 12 months does not earn vacation.

### Deductions for Partial Day Absence

Exempt employees are required to report their time for partial day absences as follows:

#### Scenario 1

Work <u>less than five hours</u> on a particular workday.	All time taken off must be reported on Form 12 and Absence Report.
<u>Example</u> : Work three hours, and then left for the day.	Report five hours vacation, sick leave, personal necessity, etc., on Form 12 and Absence Report.
<u>Example</u> : Work four hours, and then left for the day.	Report four hours vacation, sick leave, personal necessity, etc., on Form 12 and Absence Report.

#### Scenario 2

Work <u>five hours or more</u> on a particular workday.	No time is to be reported on Form 12 and Absence Report.
---	--

#### Scenario 3

Work <u>10 hours</u> on a particular workday.	No overtime pay is due.
Work <u>12 hours</u> on a particular workday and <u>leave after four hours</u> of work on the next working day.	Report four hours vacation, sick leave, personal necessity, etc., on Form 12 and Absence Report. Time is not carried over from a previous day.

The use of the partial day absence should only be used occasionally, and your supervisor must be notified at all times. An employee is still responsible for getting their assigned work done during the regular workday. Abuse of the five-hour minimum rule could result in disciplinary action.