EMPLOYEES NOT ELIGIBLE FOR OVERTIME

Employees who are exempt from the overtime requirements of the FLSA are not eligible for compensatory time.

Leave Time

Employees not eligible for overtime compensation are expected to be available to the public, co-workers and subordinates to provide assistance and guidance on policy problems and questions.

Employees not eligible for overtime will not be required to take annual, sick, personal, military, or court and jury leave in less than one day increments. No leave time or salary deductions from the employee’s pay check can be made for absences of less than a day. If the employee is absent from the job for a day during the pay period, some type of leave must be taken, unless prior approval for a leave of absence is obtained.

Employees must continue to obtain approval from their supervisor prior to an absence from work. Managers are expected to set the normal working hours and approve time away from the job for employees not eligible for overtime, regardless of whether leave must be taken. Employees and managers should keep in mind when requesting and approving time away from the job that such employees are compensated not for the amount of time spent on the job, but rather for the general value of services performed. Before time away from the job is approved, managers and employees are expected to ensure that the needs of the public and other state employees who rely on them can reliably be met.

Holiday Pay

Non-overtime-eligible employees who work at least one shift or are on paid leave during the calendar week in which the holiday falls are eligible for holiday pay. For payroll purposes, a holiday is no more than eight hours. An employee who is on leave without pay during the week when a holiday occurs will not receive holiday benefits. Employees who are newly hired into the system and who begin work the day after the holiday will not receive the holiday pay hours.

Recordkeeping

All employees will keep and submit complete leave records. The records will reflect the date and type of leave time taken for each pay period.