

UIC HR Policies and Procedures

NUMBER

809

MANUAL Human Resources	SECTION Leaves and Absences	PAGE 1 of 2
SUBJECT Leave Reporting for Exempt Support Staff	EFFECTIVE 4/1/1997	REVISED 9/1/2013
ISSUED BY Assistant Vice President for Human Resources	APPROVED BY Chancellor	

PURPOSE

To establish use of a leave reporting process for exempt support staff employees that ensures the Wage and Hour provisions of the Fair Labor Standards Act (FLSA) are being met.

SOURCES AND BACKGROUND

US Fair Labor Standards Act (FLSA)

APPLICABILITY

Support staff employees assigned to positions whose classifications are designated as exempt from the overtime provisions of the FLSA

POLICY

For employees whose positions are exempt, the leave time taken is to be recorded in web time entry system (UIC HR Policy 408) according to the guidelines below. If the respective unit does not utilize web time entry but instead utilizes departmental time entry, the same process is to be followed utilizing the paper form identified below.

1. Leaves without pay can only be taken in full day increments;
2. Only absences of full half-day(s) or day(s) can be reported on web time entry or the Biweekly Leave Report. The department should track employee time off in these increments and report it at the end of the two week period. Absences of fifteen (15) minutes can also be reported only according to the provisions of an approved Intermittent Family Medical Leave.
3. Approved leaves are to reflect totals for the entire pay period.

Departments are to use the new Biweekly Leave Report form for exempt support staff. The Daily Time Report form will continue to be used ONLY for non-exempt support staff employees.

The Biweekly Leave Report form can be acquired from the Forms section of the UIC HR website (Leave/Time & Attendance – Exempt Support Staff Bi-Weekly Leave Form).

<http://www.uic.edu/depts/hr/quicklinks/hrforms/index.shtml/>

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PROCEDURES

RESPONSIBILITY

1. Employee
2. Supervisor
3. Department/Unit Representative

ACTION

- Reports leave taken for a pay period in web time entry or on the Biweekly Leave Report.
- Approves leave taken.
- Enters data on Standard Time Report and obtains authorizing Signature if using Biweekly Leave Report.