TIME REPORTING FOR FLSA-EXEMPT EMPLOYEES (LEAVE, COMPENSATORY TIME, HOLIDAYS, ETC.)

I. GENERAL
The Fairbanks North Star Borough has an obligation to accurately pay and record leave, compensatory time and other leaves for all its employees. An FLSA exempt employee is not employed by the hour, but is paid on a salary basis. The Borough provides personal leave, based upon length of continuous service. The Borough also provides Compensatory time for FLSA exempt employees under certain conditions when employees are required to work additional hours.

II. PURPOSE
The purpose of this policy is to outline the process and procedures for accurate time reporting (compensatory time, leave time, etc.) for FLSA exempt employees.

III. RESPONSIBILITY
A. Department Directors shall ensure that their department staff follows the procedure set forth in this policy.

Human Resources (HR) shall maintain this policy.

IV. POLICY
A. This policy shall apply to all FLSA-exempt employees.

B. Leave Processing: A FLSA exempt employee is not employed by the hour. However, the average workweek should closely approximate 40 hours for a full-time employee and FTE*40 hours for a part-time employee. The Borough provides a leave accrual and bank to be utilized by employees when they are not able to report for duty.

1. A full-time exempt employee who is absent from the workplace in increments of more than 1 hour per week, shall be required to take accrued leave or accrued comp time for the absence, provided leave is available. However, employees on leave for the entire workweek shall record 40 hours of leave (or FTE equivalent for part-time employees).

2. For those employees normally scheduled to work less than forty hours a week, this policy should be interpreted to provide leave time on a similar basis. For example, if an employee is employed on a thirty hour per week basis, that employee shall take leave if they are absent from the workplace in increments of more than 1 hour per workweek. However, employees on leave for the entire workweek shall record 40 hours of leave (or FTE equivalent for part-time employees).
3. Leave shall be approved in advance. Exempt employees are responsible to promptly notify their supervisor when requesting a flex schedule or taking time off for more than the one hour period. Flex schedules are alternative work schedules occurring within a work week (Monday-Sunday) that are mutually agreed to (in advance) by the employee and his/her supervisor.

4. In the event an observed holiday falls within a personal leave period, the day on which the holiday falls will be paid as a normal holiday and will not be charged against an employee's earned personal leave.

5. Employees on leave without pay are not eligible for holiday pay and do not accrue personal leave.

C. Compensatory Time Processing: Upon advance approval of the employee’s supervisor, an employee may receive compensatory time off for hours worked in excess of forty hours in a workweek, or one hour above authorized FTE for part-time employees.

1. All eligible compensatory time shall be pre-approved and promptly reported to the employee’s supervisor and recorded on the employee’s timesheet (See section V.C for reporting procedures). Prior approval is not required for attendance at meetings that are part of the employee’s required job duties or for unanticipated emergencies/events.

2. Compensatory time shall be at straight time (one hour of compensatory time for each hour in excess of forty hours in a workweek, or above authorized FTE for part-time employees).

3. An employee may accumulate, and have credited to his/her account, not more than two hundred (200) hours (or amount specified in Collective Bargaining Agreement) of unused compensatory time at any given time.

4. Accrued compensatory time is subject to the same policies and procedures as Personal Leave except that an employee may not receive the cash value of his/her accrued compensatory time upon termination or as a leave cash-in.

5. FLSA Exempt employees who are traveling on Borough business are eligible to accrue compensatory time while in travel mode, provided their balance is under the cap. Under this provision, all time spent in travel mode during the employee’s regular working hours (even on weekends and holidays) is counted as hours worked and is therefore eligible for compensatory time, or a flex schedule during the work week (Monday-Sunday).

6. Employees with less than eight (8) hours of compensatory time accrual will be required to use compensatory time before using annual leave.

D. Other Leave Reporting: Earnings codes are available via the electronic timekeeping system. Use appropriate earnings code for other needed leave categories, such as jury duty, administrative, military, bereavement, family and medical leave, etc.

V. PROCEDURE

A. LEAVE TIME PROCESING FOR ELIGIBLE EXEMPT EMPLOYEES
1. Leave must be requested by the employee in advance, using the NOVAtime system. Adjustments may be made as necessary if the employee conducts authorized borough business while in leave status.

2. The Mayor, Chief of Staff, Department Directors or their designees have the discretion to approve or disapprove leave. Approval considerations shall be based upon department operating requirements and the desire of the employee.

3. Leave schedules may be amended to allow the department to meet emergency situations.

4. Leave is not available for use in the pay period it is accrued.

B. COMPENSATORY TIME PROCEDURE FOR ELIGIBLE EXEMPT EMPLOYEES

1. A regular exempt employee and his/her manager will determine whether an employee’s work beyond normally scheduled hours will be accounted for as an adjustment to the employee’s work schedule (“flex time”) or as compensatory time.

2. For compensatory time, supervisory approval must be obtained by the employee and recorded on the employee’s timesheet.

3. Compensatory time balances are tracked through the payroll system and reported on the employees pay stub each pay period, similar to annual leave accruals.

C. NOVA TIME PROCEDURE FOR PROCESSING LEAVE, AND COMPENSATORY TIME (ACCRUED AND USED)

1. Adjustments in NOVAtime should be made at the end of the workweek to account for any leave changes, and any compensatory time used or accrued. In essence, employees will be reporting the difference in leave used, and compensatory time used or accrued during the work week (Monday-Sunday).

2. The notes section in NOVAtime should document work/leave activity for the week, if different than authorized FTE.

For example: If an exempt employee normally works 40 hours, and they previously requested 20 hours of accrued leave within a work week, and in addition to the leave taken, they earned 6 hours of compensatory time; an entry into NOVAtime should be made to remove the previously approved 20 hours of leave, and at the end of the week, a single entry of 14 hours of leave should be entered. (20 hours of leave taken plus 6 hours of additional (compensatory time) or (20-6=14). The notes section should indicate the leave dates that the employee was out of the office, dates and a brief reason for working the additional hours if compensatory earned is claimed.

EXAMPLE OF NOTES FIELD:

9-7-15 6 hours CE (offsetting vacation time) – working on budget
9-8-15 8 hours AL – Vacation
9-9-15 8 hours AL – Vacation
9-10-15 4 hours AL – Personal Appointments

(The net reduction is 14 hours to Annual Leave)

3. Employees with less than eight (8) hours of compensatory time accrual will be required to use compensatory time before using annual leave.

VI. SUPPLEMENTAL INFORMATION

A. References –
   1. FNSB 2.32
   2. FNSBEA/APEA Collective Bargaining Agreement
   3. ASEA Collective Bargaining Agreement
   4. FNSB Policy 35.01 Travel Policy

B. Definitions –
   1. **Exempt Employee**: See FNSB 2.32.410.

C. Attachments
   None

D. Revision History

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