OLD DOMINION UNIVERSITY University Policy

Policy #6040 CLASSIFIED EMPLOYEE LEAVE REPORTING PROCEDURES

Responsible Oversight Executive:Vice President for Human ResourcesDate of Current Revision or Creation:March 30, 2016

A. PURPOSE

The purpose of this policy is to ensure complitantiate provisions of the Policies and

D. SCOPE

This policy applies to all classified empalogeters in supervisors

E. POLICY STATEMENT

The leave policies allow classified employees to take paid and unpaid leave for several reasons such as vacation, personal illness or **detaction** matters. The **vers** it is leave reporting procedures promote consistent and accurate record keeping to ensure competization with F and State requirements.

Provision of Leave for Time Classified Employees

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Provision of Leave PartTime Classified Employees

Parttime classified employees accrue annual leave on a prorated basis for each pay period service. Partime classified employees in the accrual sick leave program also receive sick leave of a prorated basis for each pay period of service Ratassified employees in the si/SiDP leave program receive the appropriate allotments of family/personal leave and sick leave bas on each pay period of service-tifnærtclassified employees are also eligible for prorated community service leave, administrative leave and workers' compensation leave. The same po and record keeping requirements apply ftimpactassified employees.

F. PROCEDURES

Leave Record Keeping

The leave records are maintained WTTEnsystemNonexempt employees enter the hours worked and any leave taken each pay period. Exempt employees enter any decave taken statement that no leave was teken pay period. Hours should be reported to the nearest tenth of an hour as follows:

PERIOD OF ABSENCE

REPORTING INCREMENTS

Ominutes 2minutes59seconds 3minutes 8minutes59seconds 9minutes 14minutes5 Disregard .10

POLICY HISTORY

Policy Formulation Committee (PFC) & Responsible Officer Approval to Proceed:

/s/ Pamela Harris Responsible Officer

Policy Review Committee (PRC) Approval to Proceed:

/s/ Donna W. Meeks Chair, Policy Review Committee (PRC)

Executive Policy Review Committee (EPRC) Approval to Proceed:

<u>/s/ September Sanderlin</u> Responsible Oversight Executive

University Counsel Approval to Proceed:

/s/ R. Earl Nance

November 17, 2015

Date

March 21, 2016 Date

March 21, 2016 Date