

# OLD DOMINION UNIVERSITY

## University Policy

### Policy #6040

### CLASSIFIED EMPLOYEE LEAVE REPORTING PROCEDURES

**Responsible Oversight Executive:** Vice President for Human Resources

**Date of Current Revision or Creation:** March 30, 2016

#### A. PURPOSE

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

D. SCOPE

This policy applies to all classified employees and their 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 family matters. The university's leave reporting procedures promote consistent and accurate record keeping to ensure compliance with Federal and State requirements.

Provision of Leave for Title 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 of service. Parttime classified employees in the accrual sick leave program also receive sick leave on a prorated basis for each pay period of service. Parttime classified employees in the VSDP leave program receive the appropriate allotments of family/personal leave and sick leave based on each pay period of service. Parttime classified employees are also eligible for prorated community service leave, administrative leave and workers' compensation leave. The same policies and record keeping requirements apply to parttime classified employees.

### F. PROCEDURES

#### Leave Record Keeping

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

| PERIOD OF ABSENCE          | REPORTING INCREMENTS |
|----------------------------|----------------------|
| 0minutes 2minutes59seconds | Disregard            |
| 3minutes 8minutes59seconds | .10                  |
| 9minutes 14minutes5        |                      |



