

The Fair Labor Standards Act (FLSA) establishes standards for such items as minimum wage and overtime pay for full-time and part-time employees. All exempt Academic and Civil Service employees who are not eligible for overtime should report absences in half- and full-day increments only. Absences in increments less than half- or full-days should not be charged against vacation or sick leave balances.

- The half-day/full-day exempt Academic reporting policy takes effect August 16, 2006.
- The half-day/full-day exempt Civil Service reporting policy takes effect August 27, 2006.

Exempt employees, regardless of their employee group, are expected to be available to fulfill their professional responsibilities, which can be beyond the normal University workweek. As the focus is on fulfillment of duties, rather than tracking hours worked, exempt employees are also accorded occasional flexibility. Unit processes and guidelines for requesting and approving absences must be followed.

Questions regarding Exempt leave reporting?

Academic leave reporting - contact your campus Academic Human Resources office.

Civil Service leave reporting - contact your campus Human Resources office for Civil Service staff.

UIC: (312) 413-4848 or UIC (Faculty) (312) 355-2412
 UIS: (217) 206-6616
 UIUC: (217) 333-6747
 UA: (217) 333-2600

UIC: (312) 413-4848
 UIS: (217) 206-7096
 UIUC: (217) 265-5620
 UA: (217) 333-2600

Reporting Absences for Exempt Employees

Question	Answer
How do I report my absences if I am an Exempt employee?	Exempt staff who are not eligible for overtime should report absences in half-day and full-day increments only (i.e. 4 and 8 hours for full-time Academic employees; 3.75 and 7.5 hours for 37.5 hour/week full-time Civil Service employees). If you are absent for less than a half-day, leave benefits should not be used for that absence. However, you must still follow your unit procedures for requesting and using leave benefits.
Who should follow the Exempt reporting procedures?	The following employee groups should follow the exempt reporting procedures: <ul style="list-style-type: none"> • Exempt Civil Service employees who are not eligible for overtime • Faculty • Academic Professionals who meet the \$455 weekly salary minimum • Teaching Assistants (TA) • Research Assistants (RA) • Para-Professional Assistants (PGA) • Post-Doc Research Associates/Interns
Should I accumulate or bundle my time for multiple day absences to reach the half-day or full-day increments?	No, you should only report usage against your leave balances for half-day or full-day absences for a single day.
If I need to be out for a period that is less than a half-day or full-day, can my unit require that I use my leave benefits?	No, your unit cannot require that you use half-day or full-day leave benefits if you do not need to be out for that duration.

Reporting Absences for Exempt Employees

Question	Answer
If I am a full-time employee and am out for 2 hours in the morning and 2 hours in the afternoon, how do I count my absences?	For 8 hour/day employees, this would be counted as a half-day/4-hour absence. For 7.5 hour/day employees, this would be counted as a half-day/3.75-hour absence.
If I am a full-time employee, how do I report an absence that is 5, 6, or 7 hours?	40 hour/week, full-time employees should report absences in 4 or 8 hour increments only; therefore, you would report an absence of 5, 6, or 7 hours as a 4 hour absence. 37.5 hour/week, full-time employees should report absences in 3.75 or 7.5 hour increments only; therefore, you would report an absence of 5, 6, or 7 hours as a 3.75 hour absence.
How should managers address issues with employees who are consistently absent in less than half-day or full-day increments?	Unit managers/supervisors have the right to address performance issues related to attendance if work effort or commitment is unsatisfactory, which can ultimately lead to discipline and/or termination. Contact the appropriate campus HR office for assistance in dealing with these situations.