

# 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 ..3 iff on 1.3 (le 3(n) 2.2 y 9.

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 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	



**POLICY HISTORY**

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

<u>/s/ Pamela Harris</u>	<u>March 21, 2016</u>
Responsible Officer	Date

**Policy Review Committee (PRC) Approval to Proceed:**

<u>/s/ Donna W. Meeks</u>	<u>November 17, 2015</u>
Chair, Policy Review Committee (PRC)	Date

**Executive Policy Review Committee (EPRC) Approval to Proceed:**

<u>/s/ September Sanderlin</u>	<u>March 21, 2016</u>
Responsible Oversight Executive	Date

**University Counsel Approval to Proceed:**

/s/ R. Earl Nance