

## **Instructions for SPA Exempt Leave Record**

### **Purpose**

The purpose of SPA Exempt Leave Record is to provide a method of tracking coded hours for employees that are subject to the State Personnel Act and Exempt from the Fair Labor Standard Act.

### **Recording Leave**

Leave taken should be tracked on a monthly basis. Hours of vacation and sick leave taken should be recorded on the appropriate day and totaled at the end of each month. The Coded Hours column should be used to record leave taken that is not vacation or sick leave; the corresponding code should be written in the "Code" column.

### **Monthly Balance**

Monthly totals of leave taken should be recorded in the "Leave Balance" boxes of the SPA Exempt Leave Record.

The Balance forwarded box is to record the leave balance from the previous month.

The +credit this month box is to record leave earned in the relevant month.

The balance of leave taken should be recorded in the -time taken this month box.

The total leave available will be the = Balance to fwd

The End of Year Rollover will only be used in December. A maximum of 240 vacation hours may be rolled over from one calendar year to another. The remaining vacation leave balance will be converted to sick leave.

### **Adverse Weather**

The adverse weather policy is always in effect. Should adverse weather or serious conditions exist that make it unsafe for an employee to travel to work adverse weather leave taken may be coded. Time must be made up within 12 months from the occurrence of the absence. If it is not made up within 12 months, the appropriate leave must be charged or pay will be reduced accordingly. In the case that leave is charged to make up adverse weather leave taken a note should be written in the "notes" section of the leave record and the appropriate leave balance should be reduced on the same leave record.

Leave records must be signed by the employee and direct supervisor indicating that all the information recorded on the leave record is accurate. All leave records must be turned to Human Resources no later than the 5<sup>th</sup> of each month.