

HUMAN RESOURCES POLICY – REQUIREMENTS RE REPORTING OF PARTIAL DAY ABSENCES BY EXEMPT STAFF EMPLOYEES

This policy is applicable to exempt staff employees of the University of Portland.

When an exempt employee has a partial day absence, the employee is required to apply sick or vacation time as applicable to the actual amount of absence time. (Absences for which sick time may be used are set out in the [Staff Sick Time Policy](#); absences for which vacation time may be used is set out in the [Staff Vacation Policy](#).)

Consistent with the setup of Self Service Banner, sick and vacation time use should be reported in 15-minute increments. If an exempt employee does not have sufficient sick or vacation time to cover a partial day absence, the employee is required to contact Human Resources in order to receive direction about how to report the time.

With partial day absences, an exempt employee does not have to report absence hours that were flexed in the same workweek (Monday through Sunday) with the approval of the supervisor, *i.e.*, worked at another time in the same workweek.

- Example 1: Rusty is an exempt employee who is usually scheduled to be present in the office for 35 hours per week, 7 hours per day. Rusty was absent for 1.5 hours from the office on Monday for a dental appointment. Rusty is required to report 1.5 hours of sick time use for Monday.
- Example 2: Sally is an exempt employee who is usually scheduled to be present in the office for 35 hours per week, 7 hours per day. Sally was absent for 2 hours from the office on Monday to take her child to a doctor's appointment, and with the approval of her supervisor, she worked 9 hours on Tuesday. She does not have to apply sick or vacation for the 2-hour absence on Monday because she worked an additional 2 hours on Tuesday.
- Example 3: Ted is an employee who is usually scheduled to be present in the office 40 hours per week, 8 hours per day. Ted asked his supervisor in advance if he could take 4 hours of vacation time on Monday, which was pre-approved by the supervisor. With the approval of his supervisor, he worked 9 hours on Tuesday and 9 hours on Wednesday. Ted only has to report two vacation hours for his absence on Monday because he worked an additional hour on Tuesday and an additional hour on Wednesday.

Please note, consistent with federal and Oregon requirements, it is the University's policy that the salary of an exempt employee will not be reduced for absences of less than a full day, even if the employee has no available accrued sick or vacation time to apply to the absences, unless applicable law specifically provides for the reduction of salary in a particular situation.

** This policy is effective currently but reminder/clarification of this policy was provided on March 1, 2018.*

*** The updated language of this policy was approved by PLC on February 19, 2018.*