

Exempt Leave FAQ

How much leave time do I accrue and how?

Benefit eligible, exempt staff members accrue exempt leave time from the first day of employment. Benefit eligible, exempt staff members who work less than 40 hours per week accrue exempt leave on a pro-rated basis based on their budgeted FTE. Exempt leave is accrued at the end of each month at the rate of:

Vacation:	1.67 days per month
Sick leave:	1 day per month
Floating Holidays:	0.25 day per month

What is the maximum amount I can accrue?

The maximums vary based on leave type, and are reflected below:

Vacation:	40 days
Sick leave:	no maximum
Floating Holidays:	6 days

It is recommended that supervisors encourage employees to take vacation and floating holidays before they come close to reaching their maximum accruals. If an employee reaches the maximum, they will not accrue additional leaves until their balance drops below the maximum amount.

How will I know if I am close to the maximum?

If you are at risk of reaching the maximum balance, your balances will appear in **RED**. This tool was created to warn you that you are nearing the maximum and may cease to accrue additional leave time. It is the employee's responsibility to monitor balances and plan vacations and floating holidays accordingly, and we encourage employees to use vacations and floating holidays before reaching the maximum balance becomes an issue.

Where can I find my leave balances?

Current leave balances can be found on the HUB under your Employee Profile, under Exempt Leave Reporting.

How do I submit my leaves taken for the month?

Leaves taken are reported on the HUB under your Employee Profile. Human Resources will continue to send a reminder notice each month, however, you do not need to wait for this reminder to enter your leaves.

How often do I need to report my leaves?

Leaves need to be reported at least monthly, however, employees have the option of reporting their leave time throughout the month as time is taken. Timely reporting of exempt leaves is encouraged, and adjustments to leave balances will not be made due to late reporting.

Can I have someone else report my leaves for me?

Currently there is not a proxy system set up to have someone else report your leaves for you. Because this information is on the HUB, you can report from anywhere you have computer/internet access. Supervisors can report or correct time for their employees if necessary.

What should I do if I discover an error in my reporting?

You can update the hours you have reported anytime before they have been approved by your supervisor. However, if you experience problems, please contact Human Resources at x7142 or smalecha@carleton.edu and we can make adjustments to your hours reported.

I work part-time. How to I report my time off?

Part-time staff will also report using “full day” and “half day”. The system will then adjust the time taken based your budgeted FTE and deduct the correct number of hours from your account. For example, if you normally work 6 hours a day, and take half of a day of vacation, when you select “half day” the system will deduct 3 hours from your account.

I work part-time. Can I use my vacation during the time I am not scheduled to work?

Staff working less than 12 months must use their vacation during their paid employment period. Staff positions are budgeted for the appointment period only, and therefore, there are no funds available for paid vacations outside of the appointment period.

How will I know if my supervisor makes changes to my reporting?

If your supervisor makes changes to the time that you have reported, the system will send you an email advising you that changes were made.

I am a supervisor. Where can I see my staff balances and how often do I need to approve balances?

Supervisors can see their staff balances at any time on the HUB. Supervisors have the option to approve time on a monthly basis, however, once a supervisor approves time, the employee cannot go back and make corrections or enter additional time for that month (changes can still be made through HR).

Supervisors are currently only required to approve their staff balances once per year (at the end of each fiscal year).

If you have additional questions please feel free to contact Human Resources.