

Carleton College
Exempt Leave Reporting
Frequently Asked Questions (FAQs)

1. Why is this change happening now?

The method used to estimate the college liability to exempt employees for leave earned but not paid was determined by external auditors, LarsonAllen to be deficit. They reported this deficiency to the audit committee of the board of trustees and that committee charged college staff with developing a process that would ensure more accurate reporting in the future.

2. What happens if I do not report?

Exempt employees and/or their supervisor are expected to record vacation, floating holiday, and sick days taken each completed month. The employee and their supervisor will annually review and agree on any unused vacation/floating holiday balance to the maximum allowed that may be carried forward.

If an employee fails to report, their supervisor will be responsible for reporting on their behalf.

3. Why should I report?

Vacation, sick and floating holidays are an important employee benefits. It is important to review these benefits annually to ensure you are aware maximizing your benefits and utilizing them as they are intended to renew and rejuvenate you.

4. What if I have never kept track of my leave?

You will need to revisit your Groupwise or other personal calendars as well as consult with your supervisor to recreate the previous two years leave in order to determine current carryover balances.

5. Why am I reporting in half day increments?

The fair labor standard act requires leave reporting in no less than half day increments for exempt staff.

6. What about compensatory time (Comp Time)?

Compensatory time is not practiced at Carleton College. Flexible work schedules are available and should be arranged when needed with the department supervisor.

7. When are leave days available?

Leave hours are available each July 1. In your first and last year of employment they are prorated to reflect your start/end date. Upon termination, the exempt employee is required to reimburse the college for vacation taken exceeding 1.67 days per month.

8. What are the maximum days available?

Exempt employee maximum vacation day balance at any point in time is 40 days. The maximum balance for floating holidays is 6 days. There is no maximum accumulation for sick days. Chronic medical conditions may qualify for FMLA benefits, please contact the HR department if you have additional questions about FMLA.

9. Are departmental reports available more frequently than annual?

Departmental reports will be provided on a more frequent basis on request. Please contact Linda Thornton with your request 4171.

10. What if I am gone for 1- 2 hours to fix my car, go to the vet, kid field trips, volunteer activities, etc. How is that reported/counted?

The fair labor standard act requires exempt leave reporting in half day increments. Your example is commonly referred to as Comp Time. Carleton does not maintain a formal policy in regard to other compensatory time (Comp Time) for exempt employees. Comp time should be discussed directly with your supervisor and resolved within the same month the related event occurs.

11. I have an 11 month contract and I take July off as my 12th month. How should I record that on the form, since it isn't vacation?

The month that you are normally scheduled off does not need to be recorded on your reporting form.

12. Do I need to prorate my vacation and sick days if they are less than 12 months?

Yes. We have spreadsheets with samples that will assist with these calculations.

13. Does this change appropriately reflect our exempt status. Isn't it about getting the job done?

Reporting exempt leave in no way compromises the expectation that an exempt employee will work the hours necessary to complete their responsibilities in a timely and effective manner. There have been no changes to the exempt leave reporting policy we have only introduced a common institutional reporting tool. This tool will allow us to gather information in such a way that we can account for it appropriately at an institutional (vs. supervisory) level.

14. Have there been any conversation about what to tell the people who report to us?

Representatives from HR and the Business Office meet with representatives from the Forum to ensure we were prepared to address frequently asked questions (FAQ's). These FAQ's are available from the HR and Business Office Web Sites. Other questions should be directed to HR to ensure we have logged all questions and have responded to them consistently.

15. What if I filled out my form incorrectly?

Please resubmit your completed and corrected form. We will retain the last form submitted for each employee.

16. I have not tracked sick leave in the past. How should I determine how much sick leave carried forward?

If you are a 1.0 FTE you get 12 days per year of sick leave. Multiply this by the number of years at Carleton. If you haven't tracked it you will need to estimate the amount of time you typically take per year for your self and children (no limit), spouse and parents (2 days per year max for each). This will give you the amount of carry over time you have as of 07/01/07.