Exempt Reporting of Absences Related to COVID-19

Effective March, 2020, Exempt employees must report their absences related to being infected with COVID-19 or under quarantine due to COVID-19 using the new code leave code “XEMS” (Exempt Emergency Sick).

This quick guide is intended to help Exempt employees and their supervisors complete reporting of sick time used for a “Public Health Emergency”.

**Reminder:** Exempt employees must enter all their leave utilization including XEMS on the Hub by the 3rd working day following the last day of the preceding month.

To report leave utilization, exempt employees should click on the Exempt Leave Reporting Tab on the Hub. Next, they should choose the month for which they are reporting and then enter utilization for each day in the month. Employees can enter leave utilization multiple times during the month and are encouraged to enter leave utilization when taken.

Exempt employees report leave utilization in either full or half-day increments. Full-time exempt employees are expected to regularly work at least 40 hours per week. Understanding that exempt employees often work more than 40 hours per week, if an exempt employee misses less than 2 hours of work in a day they do not need to report the time off, if they miss between 2-6 hours in a day they should report a half-day of leave utilization. If they miss 6 or more hours they should report a full day of leave utilization (if part-time exempt, prorate based on FTE).

Please note this will create a negative XEMS balance. This code is only used for tracking purposes and the negative balance will not impact your other leave accruals in any way.