

**CITY OF CHICO**  
**Administrative Procedure and Policy Manual**

Subject:	Number: 13-22
LEAVE USAGE AND TIME REPORTING	Effective Date: July 1, 2015
Department(s) Affected: All Departments	Supersedes: N/A
Authority: Ordinance 2268, Chico Municipal Code	File Reference:
	Approved: <i>Mark Orme</i>

I. PURPOSE:

To provide guidance about how to report time and leave usage for both exempt and non-exempt employees.

II. POLICY

A. General Provisions

By way of background, the Fair Labor Standard Act (FLSA) is a Federal law that defines minimum wages, overtime pay, equal pay for equal work, and child labor standards. Based upon the detail provided in the FLSA, some employees are determined to be “exempt” from the overtime requirements of the FLSA, therefore the term “exempt employee”.

Employee classification (exempt or non-exempt), as well as the applicable Memorandums of Understanding (MOU) and Pay and Benefit Resolutions (PBR), determines how an employee will complete a timecard.

All City employees are expected to work their assigned schedule of hours. The City of Chico is committed to public accountability and as such ensures that all employees, exempt or non-exempt, are working in accordance with the policies and procedures established by the City.

Supervisors shall establish a time off approval process that meets the needs of the department/unit.

III. PROCEDURE

A. Non-Exempt Employees

1. Employees are paid for actual hours worked and are required to complete a timecard.
2. Employees are required to report absences through the use of accruals, or other approved leave of absence provision, on an hour-for-hour basis.
3. Employees are eligible, pursuant to their applicable MOU and/or PBR, for overtime pay or compensatory time.
4. All overtime pay shall be approved, in advance, by the employee’s supervisor.

B. Exempt Employees

1. Employees are not eligible for overtime or compensatory time.
2. Employees are paid an established salary and are expected to fulfill the duties of their position, regardless of hours worked.

3. Employees are expected to work a minimum of 40 hours per week.
4. Employees are required to complete a timecard for “exception” purposes only. It is recognized that some exempt employees are required to log hours for the purpose of labor distribution and are not a representation of hours worked.
5. Unless otherwise specified by a PBR, employees are required to report absences on an hour-for-hour basis when the total leave exceeds four hours.

#### IV. FREQUENTLY ASKED QUESTIONS (Exempt employees)

- Q. What happens if I am gone for a one-hour dentist appointment?
- A. *Exempt employee do not need to record absences that are less than four hours. In this case, the employee would not record any leave time.*
- Q. What happens if I am gone for five and a half hours?
- A. *As the duration of the leave exceeds four hours, the exempt employee would report a total of five and half hours of leave time.*