



Policy 2.17 Monthly Employees with Insufficient Leave Accruals

Responsible Official: VP for Finance
Administering Division/Department: Payroll
Effective Date: January 01, 2008
Last Revision: March 13, 2009

Policy Sections:

1. Overview
2. Applicability
3. Policy Details
4. Definitions
5. Related Links
6. Contact Information
7. Revision History

Overview

This policy provides guidelines on how to handle insufficient leave accruals for monthly employees.

Applicability

This policy provides guidelines on how to handle insufficient leave accruals for monthly employees.

Policy Details

Monthly employees may wish to take vacation or need to take sick leave when they have not accrued the time off requested. This happens most frequently with newly hired employees.

Monthly employees are paid for their full monthly salary as long as they are active for the whole month.

Department Procedure

1. Contact the [Payroll Department](#) with an email notification authorizing a correction of the earnings codes. The email should contain:
 - Subject line: Insufficient Leave Accrual
 - Employee's Name
 - Employee's ID Number
 - Employee's Record Number
 - The dates that the employee did not work (only the days with insufficient vacation or sick leave).
 - A statement authorizing the deduction from the employee's next paycheck.
2. Review the [Payroll Calendar](#) to help manage employee expectations.

3. Inform the employee that the earnings code of RET will show on the employee's pay stub with the amount of the deduction.
4. Confirm via receipt that the Payroll Department has received your request.
5. Contact the employee to let him or her know the amount of the reduction of pay.

Payroll Procedure

1. Calculate the amount to be deducted based on the following formula: number of days not worked in the month (Monday through Friday) divided by the number of available working days in the month (Monday through Friday) multiplied by the monthly salary.

Example: Joan Doe was out of work from 07/16/07 through 07/20/07.
Her salary is \$3,000.00 per month.
(5 days / 22 days) X \$3000.00 = \$681.82 will be deducted

2. Reply to the departmental email with the amount to be deducted.
3. Process the reduction as RET in the next monthly payroll cycle.
4. Verify that the information was keyed correctly.

Definitions

Insufficient Vacation and Sick Leave Accruals: When a monthly employee takes time off for vacation or illness but has not accrued enough time yet to cover the time taken.

Related Links

- Current Version of This Policy: <http://policies.emory.edu/2.17>
- [Payroll Department:](http://www.finance.emory.edu/external/deptpages/pay/index.cfm) (http://www.finance.emory.edu/external/deptpages/pay/index.cfm)
- [Payroll Calendar:](http://www.finance.emory.edu/index.cfm) (http://www.finance.emory.edu/index.cfm)

Contact Information

Subject	Contact	Phone	Email
Monthly Employees with Insufficient Leave Accruals	Payroll Department	404.727.6100	payroll@emory.edu
Payroll Department	Beth Cox	404.727.2014	beth.cox@emory.edu
Payroll Department	Joleen Mitchell	404.727.6137	joleen.mitchell@emory.edu

Revision History

- Version Published on: Mar 20, 2007
- Version Published on: Mar 20, 2007 (Original Publication)