Policy 2.17
Monthly Employees with Insufficient Leave Accruals

This policy version was not current at the time of printing. Please see http://policies.emory.edu/2.17 for the current version.

Responsible Official: Vice President for Finance/Chief Financial Officer
Administering Division/Department: Payroll
Effective Date: March 20, 2007
Last Revision: March 29, 2007

Policy Sections:

I. Overview
II. Policy Details
III. Definitions
IV. Related Links
V. Contact Information
VI. Revision History

Overview

Handling insufficient leave for monthly employees.

Policy Details

Example:

A newly-hired monthly employee was given permission to take a week’s vacation but does not have any accrued vacation time.

Important Items to Remember

• Monthly employees are paid for their full monthly salary as long as they are active for the whole month.
• The department Human Resources Representative or Account Representative will need to contact Payroll with an email notification authorizing us to deduct the day or days that should not be paid:
  » Janey McNeil: jmcnell@emory.edu
  » Joleen Mitchell: jmitch2@emory.edu
• The email should contain:
  » Employee’s ID Number.
  » Employee’s Record Number.
  » The dates that the employee did not work (only the days with insufficient vacation or sick).
  » A statement authorizing the deduction from the employee’s next check.
• Payroll will do the calculation 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 07/12/05 through 07/16/05. Her salary is $3000.00 per month.

  \[(5 \text{ days} / 22 \text{ days}) \times 3000.00 \text{ = } 681.82 \text{ will be deducted}\]
• Payroll will reply to the email and inform the requestor of the amount that will be deducted.
• The earning code of RET will show on the employee's stub with the amount of the deduction.

**Department's Responsibilities**

I. Contact Payroll via email as soon as possible so the employee is not overpaid.
II. Make sure you have the email confirming that Payroll has received your request.
III. Contact the employee to let him/her know the amount of the reduction of pay.

**Payroll's Responsibilities**

I. Calculate the amount to be deducted.
II. Reply to the email with the amount to be deducted.
III. Process the reduction as RET in next monthly payroll.
IV. Verify that the information was keyed correctly.

**Definitions**

Insufficient vacation and sick accruals: time away from work for vacation or illness, but the employee does not have enough vacation or sick accrual to pay for the time off.

**Related Links**

• Current Version of This Policy: [http://policies.emory.edu/2.17](http://policies.emory.edu/2.17)

**Contact Information**

<table>
<thead>
<tr>
<th>Subject</th>
<th>Contact</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monthly Employees with Insufficient Leave Accruals</td>
<td>Payroll</td>
<td>404-727-6100</td>
<td><a href="mailto:payroll@emory.edu">payroll@emory.edu</a></td>
</tr>
</tbody>
</table>

**Revision History**

*Emory University policies are subject to change at any time. If you are reading this policy in paper or PDF format, you are strongly encouraged to visit policies.emory.edu to ensure that you are relying on the current version.*