



## Policy 4.31

### Part-Time Employees Working More Hours Than Reported on Action Forms\*

**Responsible Official:** VP for Human Resources

**Administering Division/Department:** Compensation

**Effective Date:** March 29, 2007

**Last Revision:** May 08, 2007

#### Policy Sections:

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

#### Overview

Paid vacation and sick leave benefits shall be earned by eligible monthly (exempt) employees on the basis of the number of actual hours worked per pay period (not to exceed 40 hours) and/or while in a paid status.

However, if it becomes necessary due to the work or staffing needs of the department to schedule a *regular part-time* employee for more hours than he/she is normally scheduled to work, the department shall be responsible for calculating the correct accrual rate for monthly-paid employees.

#### Applicability

Eligible biweekly (nonexempt) employees shall accrue vacation and sick leave benefits based on actual hours worked and/or vacation/sick leave hours used.

#### Policy Details

##### MONTHLY REVIEW

When a regular part-time exempt employee (20 or more hours) works more than the regular scheduled work hours in a workweek, the department shall determine the average hours worked at the end of the month. The average hours worked per workweek are determined as follows:

- (1) Add the hours worked and any paid leave hours taken during each complete workweek (i.e., Sunday through Saturday), but not to exceed 40 hours per workweek.
- (2) Divide the total hours by the number of complete workweeks in the calendar-month period.

The exempt employee shall accrue vacation and sick leave for that month at the rate established for the average hours worked. Documentation for the higher accrual should be maintained with the employee's attendance record.

Correction on accrued rate should be submitted to the Payroll Department for corrections on the nonexempt employee's paycheck stub.

## Related Links

- Current Version of This Policy: <http://policies.emory.edu/4.31>

## Contact Information

Subject	Contact	Phone	Email
Human Resources		404-727-7625	

## Revision History

- Version Published on: May 07, 2007 (*Amended 5/08/07*)
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