
PROFESSIONAL STAFF LEAVE REPORTING

Purpose:

To establish policy and procedures for professional staff leave reporting.

Additional Reference:

Fair Labor Standards Act, 29 U.S.C. §201-263 and Department of Labor Regulations, 29 C.F.R. Parts 500-794

Scope:

Applies to benefit-eligible professional staff exempt under the provisions governing Idaho's classified personnel system and not covered by federal minimum wage and overtime compensation requirements of the Fair Labor Standards Act.

Responsible Party:

Human Resource Services, 426-1616

Definitions:

Professional staff – for purposes of this policy, “professional staff” refers only to benefit-eligible employees who are exempt from provisions governing Idaho's classified personnel system and from federal laws as outlined in this policy.

POLICY

I. Policy Statement

Because most professional staff are exempt from provisions governing Idaho's classified personnel system and other federal laws, leave reporting requirements are different for these employees than for classified and other non-exempt employees.

II. Exempt Positions

A. Most professional staff positions are exempt under the provisions governing Idaho's classified personnel system and are not covered by federal minimum wage and overtime compensation requirements of the Fair Labor Standards Act (“FLSA”), and Department of Labor (“DOL”) Regulations.

Exempt positions are defined by law and fall into one of the following categories: administrative, professional, computer, executive, outside sales, or creative professional. In all cases, the determination of whether a position is exempt from the FLSA will be made by Human Resource Services in consultation with the Office of General Counsel.

III. Requirements

- A. Professional staff are not required to report hours worked each week. However, because the University has a bona fide (approved) leave plan, sick and annual leave reporting is required.
- B. Full-time, salaried, professional staff employees are expected to work 40 hours per week or more to meet the needs and expectations of their position. Professional staff are compensated for the work produced and services provided, not for the amount of time spent on the job.
- C. A department may require professional staff to work a specified or structured schedule to meet the work obligations of the position. Flexibility of the scheduled workweek is at the discretion of the supervisor.
- D. Professional staff are not eligible to earn compensatory leave for hours worked in excess of 40 per week, nor can any hours worked over 40 per week be carried over from one week to the next.
- E. All professional staff must report leave taken (annual leave, sick leave/family medical leave, jury duty, etc.) of 4 or more hours using the Time and Labor System.
- F. All professional staff should receive prior approval to be absent from work or leave during regular work hours.

IV. Procedures

The Leave Reporting Form is available on Bronco Web through Time and Labor at <https://bweb.boisestate.edu/psp/EPRD/?cmd=login&languageCd=ENG&> .