

From: Lynda Worthy (lworthy)
Sent: Tuesday, January 23, 2018 4:12 PM
To:
Subject: MyTime Leave Adjustments

To: MyTime Supervisors

RE: Leave Requests

Many classified employees are **using more leave than necessary** to complete their work week (i.e. 40) or schedule period (i.e. 80) requirement. Using more leave than necessary causes the employee to earn compensatory leave and unduly reduces the employee's other leave balances (annual, family personal, etc.). The earning of compensatory leave should be limited.

Here are some examples:

- A classified, exempt employee is scheduled to work 80 hours in the schedule period. Employee submits leave request for 8 hours of family personal leave for Thursday, 1/11/18. Employee was required to work 2 extra hours on Monday, 1/8/18. The leave taken on 1/11/18 can be reduced by the 2 extra hours worked on 1/8 to avoid earning compensatory time. The employee may cancel the original leave request and resubmit it for 6 hours or the supervisor can edit the leave request, before approving it.
- If an employee with an alternate schedule is scheduled to work more than 8 hours for a UMW holiday and is taking leave, the employee must only submit leave for the hours in excess of 8 hours. For instance, an employee scheduled to work 11.5 hours on 1/15/18 would submit leave for 3.5 hours.

Supervisors and employees may use this method to determine the amount of leave necessary for fulfilling their work week or schedule period requirement.

Number of Hours Required to Work per Week or Schedule Period*
Less Holiday Hours
Less Emergency Closing Hours
Less Hours Worked
Equals the Total Amount of Leave Needed to Satisfy the Work Week or Schedule Period Requirement

*Generally, non-exempt employees are required to work 40 hours a week, exempt employees & law enforcement are required to work 80 hours per schedule period.

If employees and supervisors do not adjust the leave when the leave taken is greater than the amount required, Payroll will adjust the leave taken on the timecards and notify the employee and supervisor of the change to the timecard.

Questions concerning this communication may be addressed to Payroll@UMW.edu.

Lynda Worthy
Payroll Manager
University of Mary Washington
540-654-1045
lworthy@umw.edu