

Absence Reporting: Absences for a pay period are reported on the Absence and Time Worked form (STD 634). Absence reports are due in the Payroll Office by the 5th working day following the close of a pay period (November 2005 absence report is due December 7th).

Accrued vacation, sick leave, and CTO can be charged in tenth of an hour increments. Please see the chart below.

REPORT FRACTIONS OF HOURS IN TENTHS		
MINUTES		TENTHS
1-6	-	.1
7-12	-	.2
13-18	-	.3
19-24	-	.4
25-30	-	.5
31-36	-	.6
37-42	-	.7
43-48	-	.8
49-54	-	.9
55-60	-	1.0

Exempt employees: With the exception of Family and Medical Leave-eligible employees, exempt employees cannot be charged for absences of less than a full day.

Intermittent employees: Eligible hourly employees can charge leave credits only for the number of hours they are normally scheduled to work.

Signatures: The employee and the supervisor must sign the report after the last reported absence.