

**LEAVE USAGE FOR
EXEMPT EMPLOYEES**

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I. PURPOSE

The City of Visalia has determined that its executive, administrative, and professional employees are exempt from the overtime provisions of the FLSA by virtue of their salaried positions and based on the nature of the work performed. Exempt employees have greater demands on their time which require greater flexibility in their work schedule.

The purpose of this policy is to provide guidance for the appropriate use of various leave balances which may be used by exempt employees.

II. POLICY

Employees who are deemed by the City to be exempt from the overtime provisions of FLSA shall not be subject to a reduction in salary because of absences of less than one half (1/2) their normal work shift, with the following exceptions. Deductions of leave balances or salary shall be made for absences of less than one half (1/2) of the normal work shift for any exempt employee, who has a verified medical condition with a duration over 20 work days, or has been granted an unpaid medical or family leave. The verified medical condition or the unpaid family or medical leave may occur in consecutive days or intermittent over a period of time.

Deductions from salary are authorized when the employee is away from work for one half (1/2) of his/her work shift or more (in whole hour increments) for personal reasons, other than sickness, accident, or vacation. Deductions may also be made for absences of one half (1/2) the normal work shift or more due to sickness or disability (in whole hour increments) in accordance with other sections of the Personnel Policy Guidelines.

An Exempt employee, who has a verified medical condition with a duration of 20 work days or more and is not able to work full days, will be required to use his/her leave balances (in whole hour increments) for any time not worked due to his/her medical condition. If an exempt employee has been granted an unpaid medical or family leave, then the exempt employee will be paid only for hours actually worked. The remainder of the time will be counted towards his/her family or medical leave, in accordance with other sections of the Personnel Policy Guidelines.

Exempt employees shall be entitled to Administrative Leave. Human Services shall maintain a list of exempt positions in the City.