Reporting PTO for Exempt Staff

All exempt monthly paid staff must report Paid Time Off (PTO) in half day increments. This does not apply to non-exempt employees.

Per the UMHHC Paid Time Off Program policy:
O. Reporting Attendance and Absence:
   1. Non-exempt staff record time worked and absences from the normal work schedule to the nearest 1/10 of an hour.
   2. Exempt staff record absences from the normal work schedule in half-day increments. Absences of less than a half day are not reported. Each half day stands alone. Short absences (i.e. 1 hour) are not to be accumulated for consolidation and reporting at some later time.

This means that time worked should be rounded up to the nearest half day, based on the scheduled shift length.

Calculating PTO to Report
To determine the amount of exception time you should report:
   1. Begin with the scheduled shift length
   2. Identify the number of those hours that were worked
   3. Round the worked hours up to the nearest half day. This is the amount of REG hours (REG is not required to be reported for exempt staff). The remaining hours on the day, if any, are the PTO to be reported.

Below are some examples of common PTO reporting situations for monthly staff:

Example 1
8-hour a day exempt employee leaves work early by two hours
scheduled shift length: 8
actual hours worked: 6
6 hours rounds up to 8, therefore, 8 hours of REG would be reported; no PTO would be reported

Example 2
8-hour a day exempt employee leaves 6 hours early
scheduled shift length: 8
actual hours worked: 2
Employee works 2 hours, rounded up to the nearest half day is 4 hours, which is then reported as REG. The remaining 4 hours are reported as PTO.

Example 3
10-hour a day exempt employee comes in late by three 3 hours
scheduled shift length: 10
actual hours worked: 7
Employee worked 7 hours, rounded up to the nearest half day is 10 hours, which is then reported as REG. No exception time is reported this day.