### 7.1.2 Annual Leave – Fair Labor Standards Act

**Policy Statement**

When an exempt employee is absent from work for less than one (1) scheduled workday and his/her accumulated leave is insufficient to cover the partial day of absence, the employer will:

I. deduct the cost for such leave in hourly increments from an exempt employee’s salary; or

II. place the exempt employee on an unpaid leave of absence.

Such action by the employer will not disqualify the exempt status of the employee’s position (29 CFR 541.5d).

**Reason for policy**

This policy ensures compliance with the Fair Labor Standards Act. This policy provides that the University System of Georgia as a public entity is allowed to have a leave program available to employees and from which an exempt employee will draw leave in the event of an absence from the workplace. Such a leave bank program is allowable under the law for public employers recognizing their need to be responsible to the public. The policy also ensures consistency among institutions of the University System in recording leave taken when an employee has exhausted leave from his/her paid leave bank without jeopardizing the exempt status of the employee under the law.

**Responsibilities**

| Responsible University Senior Administrator: Vice President for Finance & Administration |
| Responsible University Administrator: Associate Vice President for Human Resources |
| Policy Owner: hrweb@uga.edu |
| Policy Contact: Travis Jackson |
| Phone Number: 706-542-2222 |

**Policy Dates**

生效日期：

上次更新日期：10/21/2020

上次审查日期：

批准日期：

政策版本：

### Acceptance of Annual Leave Among University System of Georgia | Faculty, Administrative Officers, and Public Service Professionals

接受年度休假

政策日期

有效日期：

上次更新日期：

上次审查日期：

批准日期：前一个版本

政策版本：