



# TIME(SHEETS) & LEAVE

October 2021

# TIME & LEAVE ARE MONEY

Every District should have a leave policy that is reviewed regularly

- If your District does not, the process of drafting and adopting a policy should begin ASAP
- Email policy to [clancy.green@conservation.ok.gov](mailto:clancy.green@conservation.ok.gov) by January 3, 2022

Policy should be reviewed with employees and a signed copy retained in personnel file(s)

Completed leave request forms should also be retained in an employee's personnel file

- OCC does not need copies, don't attach to claims

# TIME & LEAVE ARE MONEY

Policy should address at minimum:

- Minimum leave balances required before leave may be granted
  - Recommendation is to have 40 hours total leave (sick + annual) acquired
- Leave granting procedures
- Workweek adjustments
- Compensatory (comp) time
  - Policy on exempt employee(s) accrual ability
- Overtime pay
- District Board Point of Contact

# EMPLOYEE CATEGORIES

## Part-time/Temporary/Seasonal

- Non-allocated positions (you may receive “unallocated” funds from OCC)
- Paid by the hour
- Not eligible to accrue, use, or receive leave or pay for sick, annual, or holiday time
- Not eligible for comp time, workweek adjustment, or overtime
- **Remember:** may not exceed 999 hours

## Full-time Benefitted Employees

- Allocated positions (you receive an allocation for the position from OCC)
- Paid on either actual hours or the 173 average
- Eligible to accrue, use, and receive leave or pay for sick, annual, or holiday time
- May be eligible for comp time, workweek adjustment, or overtime
  - Determined by exempt or non-exempt status

# TIMESHEETS

The record of your time and activities

- Serve as backup documentation of your leave balances
- Used by OCC for review and support of staffing levels

Board should review timesheets and leave accruals and usage closely and ask questions for anything

- That appears to be against leave policy
- That seems out of the ordinary or allowed

**Don't forget:** Timesheets with original signatures in blue ink must be provided with your salary reimbursement claim



# TIMESHEETS

MONTH & YEAR: <u>October-2021</u> <u>Redbud</u> <u>CONSERVATION DISTRICT</u>						
EMPLOYEE: <u>Jack Bass</u>		Stan. Time	Annual Leave	Sick Leave	En. Leave	Holiday
DATE	LIST TYPE OF WORK AND LOCATION FOR EACH DAY IN PAY STATUS					
01-Sep-21	Work in Shop - repair drill hitch	9				
02-Sep-21	Office - cost share claim, assisted NRCS w/ CRP plans, billed equip rentals, ordered seed	9				
03-Sep-21	OFF - NWD	0				
06-Sep-21	OFF - Labor Day Holiday		1			8

Should provide an accurate reflection of tasks completed each day

- Space is limited, be succinct
  - Use additional page(s) if you can't fit all the needed information in the space provided
- Discuss with your board how much information they would like to see

A state holiday is no more than 8 hours

- If you are eligible for holiday pay and work a compressed schedule, you must take the additional hour(s) as leave OR work the additional hour(s)

01-Sep-21	Shop
02-Sep-21	Office/assist clients
03-Sep-21	OFF - NWD
06-Sep-21	OFF - Labor Day Holiday
07-Sep-21	OFF - AL
08-Sep-21	Telework
09-Sep-21	Telework
10-Sep-21	Telework
13-Sep-21	Office/assist clients
14-Sep-21	Shop
15-Sep-21	Shop
16-Sep-21	Mechanical
17-Sep-21	OFF - NWD
18-Sep-21	Fair Booth (Saturday)

# ABOUT TELEWORK

Not being in the office means results and task completion are vital

- Timesheets need to record more than “telework” on these days
- You should be reachable during core hours
- Is not an excuse for not:
  - Completing required items
  - Responding to phone calls or emails
- If you wouldn't do it at the office, don't do it while you are teleworking
  - Personal errands
  - Working out
  - Sleeping



# EXEMPT OR NON-EXEMPT

## Exempt Positions

Positions are categorized as executive, administrative, or professional

### Common CD Positions in this category:

- Program Coordinator
- District Manager
- Education Coordinator

## Non-Exempt Positions

All other positions except those that are exempt

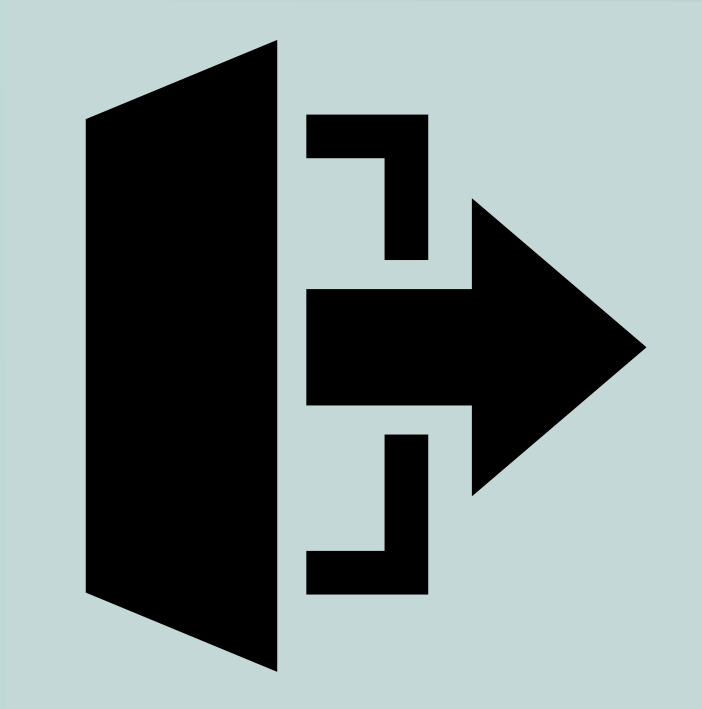
### Common CD positions in this category:

- Secretary I and II
- Engineering Aide
- Equipment Manager
- Watershed Aide
- NRCS Shared Positions (Admin Assistant, Tech)

\*Have a position not listed? Contact District Services for guidance.

# WHY DO YOU CARE?

Your position classification for exempt or non-exempt influences if and how you accrue comp time.



# PART-TIME EMPLOYEES WHO DO NOT ACCRUE LEAVE

You may exit the training.

# COMPENSATORY (COMP) TIME

Time off with pay in lieu of overtime pay for irregular or occasional overtime work

Should be an exception, not the rule

- Established work schedule should be followed except in extenuating circumstances
- Choosing to come in early or stay late  $\neq$  comp time
- Working late, early, evenings, or weekends to complete regular tasks  $\neq$  comp time

Boards should restrict employees to 40-hour workweeks/80 hour compressed schedule unless excessive hours are due to additional activities or emergencies

- Boards are responsible for:
  - Determining when time may be workweek adjusted or comp time accrued
  - Communicating to employees if/when comp time authorized
  - Monitoring accrual

# COMP TIME FOR NON-EXEMPT EMPLOYEES

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Non-Exempt full-time employees may accrue comp time

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Accrual is only with advanced approval by the board

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Accrual is based on a 40-hour workweek or 80-hour flex-time work period

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Two methods for compensation: workweek adjustment or comp time accrual

# COMP TIME FOR EXEMPT EMPLOYEES

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Exempt employees are not entitled to comp time, however...

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Board may vote and approve to allow comp time for exempt employees

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1:1 accrual rate if approved regardless of compensation method

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Two methods for compensation: workweek adjustment OR comp time accrual

# COMP TIME — WORKWEEK ADJUSTMENT

Method recommended by OCC

1:1 hour accrual regardless of exempt/non-exempt status

Adjustment must happen during workweek/period accrued

- Discuss with the Board POC how the adjustment will be made

**Example:**

- Jack's regular work schedule is 8 to 5 M-F, but he has to work the fair booth Wednesday evening for 4 hours
- Workweek adjustment would be to take the 4 extra hours worked on Wednesday and adjust another workday in the same period to be 4 hours shorter than a standard day
  - Possible late arrival one day OR possible early departure one day

# COMP TIME — ACCRUAL IN LIEU OF WORKWEEK ADJUSTMENT

Occurs if workweek adjustment is not possible

## Accrual Rates

- 1:1 for exempt employees if the board has set policy allowing accrual
- 1:1.5 for non-exempt employees



# COMP TIME

Must use prior to using annual leave

Must be used within 180 days (6 months) after accrual

Maximum accrual = 240 hours

Unused balance after 180 days must be paid to the employee at their regular pay rate

Must be paid from locally earned funds; may not use OCC allocated funds

An employee who resigns or is terminated must be paid for comp time

# OVERTIME PAY

Board must authorize

If authorized, payment must be made from locally earned funds

- State funds may NOT be used

Workweek adjustment or comp time accrual is recommended in lieu of overtime payment

# TYPES OF LEAVE

What & When

# ANNUAL LEAVE (AL)

“Vacation” time

Used for personal business and time taken off that is not covered by sick or holiday leave

Cannot be taken in advance of accrual

If sick leave is exhausted, may use AL if ill

District policy should include how AL is requested and granted

- Request should be made in advance

Resignation or termination of employee = payment for AL balance up to the maximum accumulation limit

# SICK LEAVE (SL)

Used when employee is prevented from working due to illness, injury, or other medical reason

Cannot be used for AL

Cannot be taken in advance of accrual

May be required to furnish a doctor's note

Resignation or termination of employee = no payment made for SL accrued

If all SL and AL are exhausted and employee does not return to duty, board may grant Leave Without Pay (LWoP) or terminate employment

# ENFORCED LEAVE (EL)

## Sub-type of sick leave

- Charged against sick leave balance when used

## Used when

- An immediate family member needs care due to illness or injury
  - Example – taking a spouse or child to a doctor's appointment
- If there is a death of an immediate family member
- Personal disaster

May not exceed 80 hours per calendar year

# FAMILY LEAVE

Requires an FMLA qualifying act

- Serious health condition, can include:
  - Birth of child
  - Care for a child, spouse, or parent with a serious health condition
  - Serious health condition of the employee

Up to 12 weeks (480 hours) of job-protected leave in a 12-month period

Must be requested in advance in writing unless there are extenuating circumstances

May be taken from SL, AL, or as LWoP

\*If you believe you have a FMLA qualifying act, contact HR sooner rather than later; paperwork must be completed to determine eligibility

# HOLIDAY LEAVE (HL)

Granted in accordance with the Governor's Proclamations

Districts observe holidays on the state schedule, not the federal schedule

Maximum is 8 hours per holiday

- Compressed schedule employees must either take leave for any additional hour(s) or work the additional hour(s) as a workweek adjustment



# LEAVE WITHOUT PAY (LWOP)

Must be requested in writing in advance

- If advance request is not possible (i.e. unforeseen illness), the board may choose to grant LWoP without the written request
- May occur if all leave types (AL, SL) are exhausted but the employee still needs to be absent from work

Cannot be approved for more than 12 months

If an employee who is paid on the 173 average/month goes on LWoP, payroll must be calculated on actual hours worked

# WHAT ABOUT...

## Bereavement Leave

State has no such type of leave

If is it the passing of an immediate family member, Enforced Leave may be taken

All other cases = Annual Leave

## Inclement Weather

District should have an inclement weather policy in place including a POC

If the board approves closing due to weather, employees may charge the day as “Admin Leave – Inclement Weather”

- Record hours in standard time column on timesheet

Teleworking does not qualify for inclement weather admin leave

# WHAT ABOUT...

## Military Leave

When ordered to active duty,  
entitled to leave of absence without  
loss of pay

Not to exceed 30 days during the  
federal fiscal year

## Jury Summons/Service

Summoned by proper authority to  
serve as witness in an official  
capacity or jury member = receive  
regular wages

Subpoenaed for private litigation =  
take AL

Appearing on own behalf = take AL

## Maternity Leave

Granted on the same basis as leave  
for other medical reasons

Refer to Family Leave guidance

# LEAVE ACCRUAL & LIMITS

How much & How often

# LEAVE ACCRUAL BASICS

Only accrues when employee is in pay status

Begins accruing from day 1 of employment

Cannot be taken in advance

Accrues on the last day of the month

# SICK LEAVE ACCRUAL

Accrual rate is 10 hours/month regardless of length of employment

173 hours/month = 10 hours SL accrued/month

Actual hours/month = prorated amount of SL accrued/month

Is not capped

# ANNUAL LEAVE ACCRUAL

Accrual rate is based on total years of service with the district

- Increases based on length of permanent employment
- Determined based on full-time employment, part-time (999 hrs or less) is not included

173 hours/month = regular AL accrual rate accrued/month

Actual hours/month = prorated accrual rate amount of AL accrued/month

Is capped; if accrual is over the statutory limit

- Excess must be used within 12 months of accrual
- Resignation or termination = no excess accrual is paid

If accrual reaches the excess accrual cap, no AL will accrue until balance falls below the maximum allowed

# ANNUAL LEAVE ACCRUAL

Years of Cumulative Service	Annual Leave Accrual Rate	Maximum Statutory Limit	Excess that can be accrued	Sick Leave Accrual Rate
1 day – 5 years	10 hrs/month	240 hours	360 hours	10 hrs/month
5 yrs & 1 day - 10	12 hrs/month	480 hours	624 hours	10 hrs/month
10 yrs & 1 day - 20	13.33 hrs/month	480 hours	640 hours	10 hrs/month
20 yrs & 1 day +	16.67 hrs/month	480 hours	680 hours	10 hrs/month

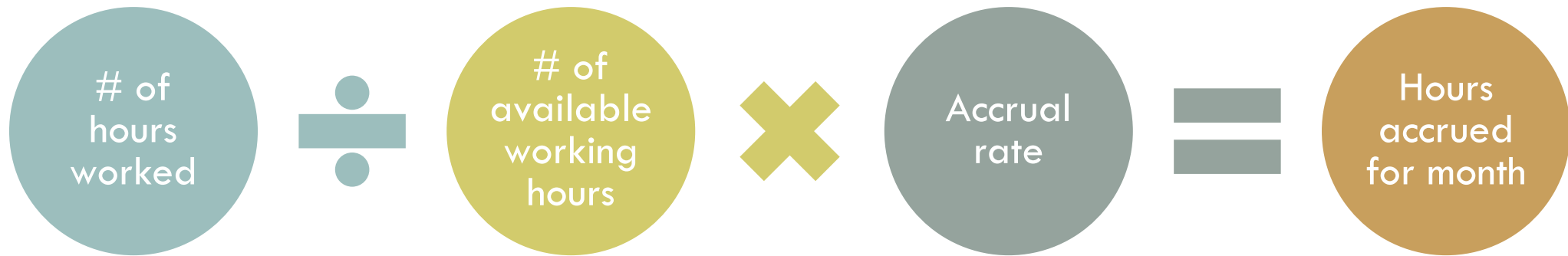


# CALCULATING LEAVE

Use this method if employee is on actual hours worked, not 173 hr average

To calculate available working hours in the month, count all weekdays x 8 hours

To determine accrual rate, consult leave accrual rate chart



If an employee is on 173 hr average/month, accrual will be at the full accrual rate on the chart; no calculations needed!

\*Use this method for calculating AL and SL.

# LEAVE SHARING

Only full-time benefitted employees are eligible for shared leave

Receiving employee must have

- Been employed with the district for at least 1 year
- Exhausted, or will exhaust, all annual and sick leave due to extraordinary circumstances

Donating employee may not

- Cause their own leave balances to fall below 80 hours
- Donate leave that would be lost due to exceeding accumulation limits

Requests for shared leave

- Must be approved by the district board
- Are facilitated by OCC

# REMEMBER



Make sure your District has a leave policy in place and that all employees have reviewed and understand it



Make sure timesheets are accurately and properly completed, including the leave summary



Keep accurate and complete leave records, including timesheets and completed leave request forms



Verify & monitor leave accrual rates and limits



Email your District's leave policy to [clancy.green@conservation.ok.gov](mailto:clancy.green@conservation.ok.gov) by January 3, 2022

# NEED HELP

## Resources

- Conservation District Handbook Chapter 6
- 10-Minute Guide #15
- 10-Minute Guide #31

## Reach out to OCC

- Clancy Green
- Lisa Knauf-Owen
- Kari Kuykendall

11/16 & 11/17  
1:30p – 2:30p

# NOVEMBER TRAININGS

# QUESTIONS

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