



TIME & LEAVE

August 2025

*DISCLAIMER

Session is NOT intended to be a complete in-depth review of everything related to time and leave.

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
- Template is available on the OCC website
- Basic things it should cover:
 - Minimum leave balances required before leave can be taken
 - Leave granting procedures
 - Work week adjustments/compensatory time – how requested, approved, and used
 - Board point of contact for employees

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

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 in the 12-month period from their hire date anniversary

Full-time Benefitted Employees and Permanent Part-time Employees

- Allocated positions (you receive an allocation for the position from OCC)
- Paid on either actual hours or a monthly basis
- Eligible to accrue, use, and receive leave or pay for sick, annual, or holiday time
- All district positions are non-exempt under FLSA
 - Eligible for compensatory time accrual if workweek adjustment is not used

TIME

How do you know what hours
your supposed to work?

FORM OCC-6A: TERMS OF AT-WILL EMPLOYMENT

Establishes your:

Work schedule (hours and days)

Leave accrual rates for sick and annual

Pay rates

How overtime is compensated

Who your supervisor is

Plus several other items

OCC - 6A (01/2025)

TERMS OF AT-WILL EMPLOYMENT

Conservation District	
Employee	Title
Status	<input type="checkbox"/> Full-time <input type="checkbox"/> Permanent Part-time <input type="checkbox"/> Temporary / Seasonal Part-time
Salary/Rate of Pay <small>*Enter Gross Rate(s) not Net.</small>	\$ _____ hour _____ month _____ from OCC reimbursable funds \$ _____ hour _____ month _____ from district funds \$ _____ quarter from OCC reimbursable funds _____ / district funds _____
FLSA Status	For the purposes of FLSA, all district positions are Non-Exempt .
Non-exempt (check one)	<input type="checkbox"/> Overtime to be paid from locally earned funds <input type="checkbox"/> Overtime to be compensated in time off with pay
Workweek Begins	Workweek Ends
Work Days	Work Hours
Lunch Time	Break Times
Hours of Annual Leave Accrued per month	Hours of Sick Leave Accrued per month
Holiday Pay <input type="checkbox"/> Yes <input type="checkbox"/> No	Health Insurance <input type="checkbox"/> Yes <input type="checkbox"/> No
Immediate Supervisor	Positions Employee Supervises
District Vehicles and Equipment Allowed to Use	Copy of signed job description is attached. <input type="checkbox"/> Yes <input type="checkbox"/> No <small>*Form is considered incomplete if job description is not provided</small>
Other Stipulations & Notes	
<p>This form is designed to communicate to and obtain from the employee an acknowledgement of the general terms of his or her employment. The Conservation District maintains a strict policy of at-will employment with respect to both the duration and the terms and conditions of the employment relationship. This means the district reserves the legal right to change the terms and conditions of the employment relationship, or to terminate that relationship, at-will, with or without cause or prior notice. This policy of at-will employment is not subject to change and includes but is not limited to appointment, promotion, demotion, discipline and termination.</p>	
The terms of employment were set forth by the board of directors in a duly convened board meeting on the _____ day of _____, 20_____.	
Signature of Chair	Date
I have read this form, and I understand and agree to all terms of employment on this form. I understand that only the board of directors has the legal authority to establish my pay, appoint, reappoint, terminate, or in any way affect my employment status. I accept and agree that any oral or written promises by any other person are not binding upon the district.	
Signature of Employee	Date

6A FORM

Workweek

- Begins on Sunday
- Ends on Saturday

Work Days

- Weekdays, Monday through Friday unless a flex schedule is in place

Work Hours

- Centered around core district operating hours
(typically 8a – 4:30p)

**Example shows a 9/80 flex schedule*

Workweek Begins Sunday	Workweek Ends Saturday
Work Days M-Thurs, every other Friday	Work Hours 7:00a - 4:30p M-Thurs, 7:00a - 3:30p alt Fri
Lunch Time 30 minutes	Break Times 2 - 15 min, 1 am, 1 pm
Hours of Annual Leave Accrued per month 12	Hours of Sick Leave Accrued per month 10
Holiday Pay <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Health Insurance <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Immediate Supervisor Board of directors	Positions Employee Supervises None
District Vehicles and Equipment Allowed to Use All available	Copy of signed job description is attached. <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <small>*Form is considered incomplete if job description is not provided</small>

WORK SCHEDULE & HOURS — KEEP IN MIND

Telework is no longer authorized

- District employees are expected to be in the office or field during established work schedule

Hours are not “ad hoc” or “get hours whenever works best for you”

- Established work schedule should be adhered to with limited exceptions
- Time in work states begins when you get to the office, not when you leave your home

Flex Schedules

- Your board may approve a flex schedule if it does NOT impact service availability or program delivery

Job Abandonment

- Failing to report to work as scheduled, missing work 3 days in a row without notification or approval of leave

LUNCH & BREAKS

Lunch time does not have to be a specific timeframe, but must be specific time length

- 30 minutes or 1 hour

Break times are not specific other than allowing 1 in the AM, 1 in the PM

- 2 - 15 mins breaks

Lunch time and break times should be observed/taken

- Choosing not to take your lunch and/or breaks to shorten your day is not allowed unless you have prior approval
- If your supervisor or board requests or requires you to skip lunch and/or breaks, your day or workweek should be adjusted accordingly

Workweek Begins Sunday	Workweek Ends Saturday
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OVERTIME

6A indicates how overtime will be compensated

- Recommended that all districts check the “compensated in time off with pay” box for ALL employees

Remember: Comp time and/or overtime are paid only from local funds. The Commission does not provide reimbursement for comp or overtime payouts.

TIMESHEETS

Recording the work you're doing
and when

TIMESHEETS

Every employee must complete a timesheet each month

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
- Be specific but concise

No

Office, PO, CS, ERR, AC, APE
Office, PO, CS, ERR, AC, APE, TT
Office, PO, CS, ERR, AC, APE
Office, PO, CS, ERR, AC, APE

Yes

In office: Post Office to mail certificates, take deposit to bank, Cost Share - contact participants about practice status, complete claims for J. Smith, check emails/answer phone calls/assist customers	9.00
In office: work on board meeting prep, attend Teams Training (time & leave), work on poster contest - contact schools, prep forms, check emails/answer phone calls/assist customers	9.00
In office: work on board meeting prep, draft DIG proposal for board to review, assist customers/answer phone calls and emails, provide NRCS program information to producers	9.00
Attended plant ID workshop in Redbud, OK; traveled to and from location	9.00
NWD - OFF	

Began board meeting prep - drafted the agenda, updated the minutes, sorted through correspondence, reviewed financial reports and began updating, attend Teams Training (time & leave) and completed attendance form - asked one question during the Q&A, worked on poster contest items - contacted Bass, Sunfish, and Minnow schools about possibly participating, prepped and printed forms for posters, checked emails throughout the day, answered 7 phone calls - 5 for the district, 2 for NRCS, assisted 2 customers - both for NRCS	9.00
Took 2 letters to Post Office to mail plus 5 poster certificates, took deposit to First National bank, worked on PY27 Cost Share items - contact B. Bunny (pond), D. Duck (water well), T. Bird (water well), P. Pig (pipeline) about practice status, completed Emergency drought claims for J. Smith and M. Doe, checked emails throughout the day, answered 10 phone calls - 4 for the district, 6 for NRCS, assisted 3 walk-in customers - 1 seeking program information, 1 had an appointment with NRCS, 1 was at the wrong business (they were lost)	9.00

TIMESHEETS

Timesheet file is available on the OCC website and includes a tab for each month. Set up the file correctly at the start and it will make things much easier!

When you set-up the file, make sure the top portion is completed correctly.
Commons issues we encounter:

- **Monthly pay indicator** is not set correctly
- Leave accrual rates are not entered correctly
- **Annual leave accrual maximum** has not been entered

District:	Redbud	Available Working Hours in Month*	168
Employee:	Diane Rose	<small>*hours in pay status may not exceed this amount for OCC reimbursement</small>	
Title:	District Manager	Employee on Monthly Pay	Y
Month-Year:	August-25	<small>*enter "Y" for yes; "N" for no</small>	
		Annual Leave Accrual Rate	12.00
		Annual Leave Accrual Maximum	784
		Sick Leave Accrual Rate	10.00

TIMESHEETS

Available working hours in the month

- These are calculated on 8 hour days/5 days per week
- If you work a flex schedule your hours may be slightly more or less in a given month - that is okay

District:	Redbud
Employee:	Diane Rose
Title:	District Manager
Month-Year:	August-25

Available Working Hours in Month*	168
<small>*hours in pay status may not exceed this amount for OCC reimbursement</small>	
Employee on Monthly Pay	Y
<small>*enter "Y" for yes; "N" for no</small>	
Annual Leave Accrual Rate	12.00
Annual Leave Accrual Maximum	784
Sick Leave Accrual Rate	10.00

TIMESHEETS

Complete the activities and hours each day

- Again, be specific but concise
- Enter the appropriate hours in the correct time type column
 - Most often will be “reg” for regular hours
 - May need to enter leave hours, holiday, etc. on occasion
 - Enter leave in no less than quarter hour increments

Holidays

- Holiday time is no more than 8 hours
- If you work a flex schedule you must either
 - Work the additional hours on a different day
 - Take leave (comp or annual may be used)

TIMESHEETS

Leave Summary

- Must always be completed
- The file will mostly do this for you!
 - Forward leave balances will roll from the previous month's ending balance
 - Sheet will calculate leave usage based on time entered on the form
 - Accrual will be calculated based on top portion and hours in work status
 - Ending leave balance will be calculated

Remember:

Leave does not accrue until the end of the month. You cannot take leave in advance. The “Forward” balance on the timesheet shows the current leave hours available.

Leave Summary

	Forward	Used	Accrual	Ending
Annual Leave (AL)	246.25	37.00	12.00	221.25
Sick Leave (SL)	501.00	9.00	10.00	502.00
Comp Time (CT)	0.00	0.00	0.00	0.00

TIMESHEETS

Board must review timesheets and leave accruals and usage closely and must approve the documents during a board meeting

- If anything is incorrect or unclear, it needs to be corrected before being signed off on and submitted with the district's salary reimbursement claim

As has always been the case, timesheets sent in as backup for the claim must have the original, wet, blue ink signatures of both the employee and the board member

- Copies of signatures (even colored copies), digital signatures, etc. are not accepted

*If you have questions about your timesheet – how to complete it, the file is not working, etc., please ask so we can help before the claim is sent in.

COMP TIME

A “special” type of leave

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; must be authorized in advance
 - Monitoring accrual

COMPENSATORY (COMP) TIME

Is a liability for the District

- If allowed, accrues at 1.5 hours of comp for 1 hour of work overtime
- District is solely responsible for paying the cost of comp time from local funds if an employee separates from employment

Workweek adjustment should be used in lieu of comp time accrual

- An employee adjusts their work hours during the week to remain at 40 hours
 - Example: Jill works 8 hour days, but her board meeting is Tuesday evening. The board has approved that she may work 10 hours on Tuesday and 6 hours on Friday for the adjustment to remain at 40 hours for the week.
- If the adjustment can't be made, then comp time will accrue

COMP TIME

Must use prior to using
annual leave

Accrues at the time it is
earned and is available
for immediate use

Maximum accrual = 240
hours

Must be used within 6
months after accrual;
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 from
local funds ONLY

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

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 due to illness
- May also occur if an employee does not have adequate annual leave to cover leave for reasons that do not qualify for sick leave

Cannot be approved for more than 12 months

If an employee who is paid on a monthly basis 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

Administrative Leave

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

If the board approves closing due to weather or unsafe working conditions, employees may charge the day as “Admin Leave – provide the reason”

- Record hours in “reg” time column on timesheet

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

WHAT ABOUT...

Paid Parental Leave

Eligible employees may receive up to 240 hours to bond with a newborn child or newly adopted child

- Applies to both mothers and fathers

Must be requested in advance

Family Medical Leave

Requires an FMLA qualifying act

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

WORKERS COMPENSATION

Not a “regular” leave type, but

- District employee are covered by workers compensation insurance
- If you are injured on the job, report the injury as soon as possible to the Commission and your supervisor/board
- Sick leave may be granted for absence related to the injury
 - Taken as sick leave not a separate leave type

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

- Prorated as needed

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

Employees on monthly pay = 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 permanent employment, temporary part-time (999 hrs or less) is not included

Employees on monthly pay = 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	640 hours	784 hours	10 hrs/month
10 yrs & 1 day - 20	13.33 hrs/month	640 hours	800 hours	10 hrs/month
20 yrs & 1 day +	16.67 hrs/month	640 hours	840 hours	10 hrs/month

ACCRUAL RATE

6A form should show the current correct accrual rates for both SL & AL

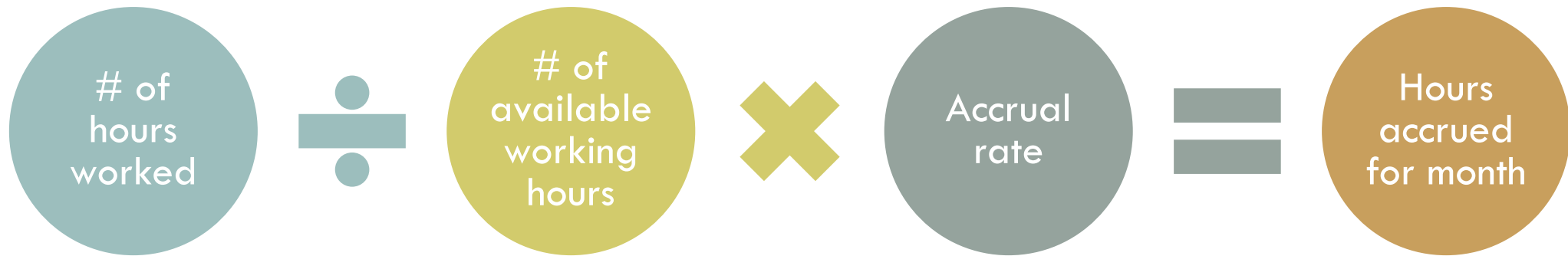
When does the accrual rate change for AL?

- When you reach the years of service threshold, the rate change will be effective the month following your anniversary hire date
- Be sure to update the AL accrual rate at the top the timesheet
- Update the 6A form so reflect the correct rate

CALCULATING LEAVE

Handbook provides guidance on how to calculate leave

Timesheet file is set-up to do this mostly automatically for you



If you would like a walkthrough of how to calculate leave, please let us know and we'll provide one-on-one assistance

*Use this method for calculating AL and SL.

LEAVE SHARING

Full-time 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

Requests for shared leave

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

REMEMBER



Review the District Handbook for more details about time and leave



Make sure you know your established work schedule and are working as required



Verify that your timesheet is accurate and complete each month



Remember – leave CANNOT be taken in advance; utilize and record leave appropriately



Reach out to District Services if you have questions about time and leave

09/09 & 09/10
1:30p – 2:30p

SEPTEMBER TRAININGS

Time & Leave

QUESTIONS

