

**MISSISSIPPI UNIVERSITY FOR WOMEN**  
**NON-EXEMPT EMPLOYEE - Attendance/Leave Record Guide**

Leave forms are available in two formats, a printable format to be maintained by hand or an Excel format to be maintained on the computer. The following information was used to determine which forms should be completed for the different employee types. The determination was made based upon current job descriptions.

**NON-EXEMPT EMPLOYEE LEAVE FORM**

Employees generally classified as non-exempt include but are not limited to clerical, blue-collar, maintenance, construction, and semiskilled workers, as well as technicians and laborers.

It is imperative that the "Actual Hours Worked" column reflect the hours that a non-exempt employee actually worked. For employees paid by the hour, the "Actual Hours Worked" column should match time cards/logs when used.

**COMPENSATORY TIME FOR NON-EXEMPT EMPLOYEES**

Non-exempt employees are eligible to accrue compensatory time when they have physically **worked** more than 40 hours in a work week. Only hours actually worked count in the overtime or compensatory time calculation. Therefore, holidays not worked, personal leave, medical leave, etc. do not count toward the 40 hours. Employees who are paid for overtime may not accrue compensatory time for the same hours. It is University policy to provide, whenever feasible, compensatory time rather than paid overtime for all non-exempt employees. However, certain jobs and circumstances do not lend themselves to compensatory time. In those instances, and upon approval of the supervising President's Cabinet member, non-exempt employees working in excess of 40 hours per week are paid for their overtime.

Every hour **physically worked** over 40 hours, in a work week, must be compensated at **one and one half times their normal rate of pay**, or accrued as **compensatory time at time and one-half**. Compensatory time shall be calculated as straight time if actual hours physically worked in a pay period are less than 40, but combined work hours and paid leave hours exceed 40. For example, personal, medical, holiday, jury duty, and administrative leave are not hours physically worked and cannot be used to determine overtime hours worked in excess of 40 hours per pay period.

**Compensatory time accrued should be used before personal leave.**

**USE OF ACCRUED LEAVE**

Any hours not covered by available leave should be reported to Human Resources as Leave Without Pay, 5 working days prior to the payroll, if possible. Employees should not be allowed to carry a deficit balance for Personal Leave or Major Medical Leave. Leave accruals should be added to employees' balances on the last working day of the month. **This time will be available for use beginning the first day of the next month.**

**MEDICAL LEAVE**

State law requires medical certification for any medical leave of 32 or more consecutive hours including the first day of personal leave. If a medical certification is not provided, if personal leave is available, the leave will be charged to personal leave. If personal leave is not available, the leave will be considered leave without pay and will be deducted from the next available paycheck. For employees who accrue personal leave, personal leave must be used on the first day of absence before medical leave can be used. Employees that do not accrue personal leave (example- Faculty members that are less than 12 month employees) are not required to use personal time and may use medical leave immediately.

**LEAVE OF ABSENCE WITHOUT PAY**

See the Employment Handbook. If an employee is on a Leave of Absence Without Pay, he/she will not receive holiday pay or administrative pay.

**DONATED LEAVE**

For information about donated leave, please see:  
<http://web3.muw.edu/hr/employees/wellness/donatedleave>

**SUPERVISOR'S RESPONSIBILITY**

All Leave Records should be **verified** and signed by the employee's supervisor and forwarded to Human Resources no later than the 5<sup>th</sup> of the following month.

For questions or to get help, contact:  
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