



08.210 Time Keeping and Administration of Leave Programs for SHRA and EHRA Employees

Authority: Chancellor

History: Revised April 2018; Revised December 2012; Revised and Reformatted,
January 1, 2007

Source of
Authority: UNC Policy 300.3.1[R]

Responsible Office: Human Resources

I. Purpose

To provide uniform and consistent standards for time keeping, administration of leave programs, and payment of extra time.

II. Scope

Applies to all EHRA and SHRA employees holding permanent, probationary, trainee, and time-limited appointments. Permanent and Temporary Faculty and Temporary EHRA and SHRA are not covered under this policy.

III. Policy

Both EHRA and SHRA employees covered under this policy are required to record vacation, bonus, sick, community service, and other time-off categories. SHRA and EHRA non-exempt employees are required to record daily hours worked in order to comply with the federal Fair Labor Standards Act (FLSA). Wage-hour exempt employees who track comp time are also required to keep a daily record of hours worked. Only SHRA exempt employees are permitted to track comp time; EHRA exempt employees are not.

For non-exempt employees, all overtime and extra hours worked must be approved in advance by the supervisor. Employees should not check for, read, send or otherwise respond to work-related emails outside of their normal working hours unless directed by their supervisor.

Only SHRA and EHRA wage/hour non-exempt employees may be paid for overtime. SHRA and EHRA exempt employees may not be paid for overtime. SHRA non-exempt employees may receive holiday premium pay; both exempt and non-exempt EHRA employees may not.

More specific information on leave and timekeeping is provided in the following policies:

- 08.211 Compensatory Time (Overtime)
- 08.212 Vacation Leave
- 08.213 Sick Leave
- 08.214 Community Service Leave
- 08.215 Holidays
- 08.216 Other Time-Keeping Categories
- 08.217 Bonus Leave
- 08.218 Military Leave
- 08.220 Voluntary Shared Leave Program
- 08.225 Family Medical Leave Act
- 08.226 Family Illness Leave
- 08.230 Flexible Work Schedules