



DIXON UNIFIED SCHOOL DISTRICT

EXEMPT EMPLOYEE GUIDELINES

Employees that meet exemption requirements for executive, administrative, or professional occupations are exempt from overtime pay provisions under the Fair Labor Standards Act (FLSA).

Dixon Unified School District exempt employees are not compensated for work beyond an eight-hour day or for working additional days. Exempt employees are entitled to the same sick leave, vacation, personal necessity, etc., as other district employees.

Note: A non-represented management employee who works less than 12 months does not earn vacation. However, non-represented management may, at their supervisor's approval, flex up to 5 days on their work calendar.

Deductions for Partial Day Absence

Exempt employees are required to report their time for partial day absences as follows:

Scenario 1

Work <u>less than five hours</u> on a particular workday.	All time taken off must be reported in Frontline.
<u>Example:</u> Work three hours, and then left for the day.	Report five hours vacation, sick leave, personal necessity, etc., in Frontline.
<u>Example:</u> Work four hours, and then left for the day.	Report four hours vacation, sick leave, personal necessity, etc., in Frontline.

Scenario 2

Work <u>five hours or more</u> on a particular workday.	Time is to be reported in Frontline as "Exempt".
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Scenario 3

Work <u>10 hours</u> on a particular workday.	No overtime pay is due.
Work <u>12 hours</u> on a particular workday and <u>leave after four hours</u> of work on the next working day.	Report four hours vacation, sick leave, personal necessity, etc., in Frontline. Time is not carried over from a previous day.

The use of the partial day absence should only be used occasionally, and with prior approval by your supervisor. An employee is still responsible for getting their assigned work done during the regular workday. Abuse of the five-hour minimum rule could result in disciplinary action.