

Instructions for the **New!** Exempt Employee Time Report

The Exempt Employee Time Report has changed. The Human Resources and Payroll offices need additional information for our records each month in order to stay compliant with Cornell and governmental policies. *Policies related to each type of leave (vacation, sick, FMLA, worker's compensation, funeral and jury duty) can be found in the Staff Handbook located at <http://www.cornellcollege.edu/human-resources/staff-handbook-policies/index.shtml>.*

Here are the changes and how it affects your time report:

CORNELL COLLEGE 2009-2010 EXEMPT EMPLOYEE REPORT

Added a section for the new **Floating Holidays**. These can only be taken in **WHOLE** day increments (8 hours per day).

Sick NON-FMLA Hrs = sick hours taken for less than 3 days per occurrence. Be sure to indicate whether it was taken for family or personal.

If sick leave is needed for 3 or more days per occurrence (consecutively or intermittently), then you must contact the HR office for approval.

Sick FMLA = sick hours taken to care for illness of self or family member (includes maternity leave) OR for military reasons that lasts 3 or more days per incident/illness (consecutively or intermittently).

You must contact the HR Office in advance if taking FMLA sick leave.

If injured at work and you need to take time off due to the injury, please indicate hours off here.

You must always immediately contact the HR Office if you are injured at work.

		Jul 2009	Aug 2009	Sep 2009	Oct 2009	Nov 2009	Dec 2009	Jan 2010	Feb 2010	Mar 2010	Apr 2010	May 2010	June 2010
Vacation (Hrs)													
Floating Holiday (Hrs)-Max 3 days/year Whole Day Increments Only													
Sick; NON-FMLA Personal (Hrs)	}												
Sick; NON-FMLA Family (Hrs)													
Sick; FMLA Military (Hrs)	}												
Sick; FMLA Personal (Hrs)													
Sick; FMLA Family (Hrs)													
Sick; Worker's Compensation (Hrs)													
Funeral Leave (Hrs)													
Jury Duty Leave (Hrs)													
Supervisor's Initials													

Use this form to report their absence (hours/day). After being recorded, you must contact the Human Resources office if you are taking more days of work for your own account by the fifth day of the following month. Time should be deducted as sick leave for personal, family or military reasons. If you are taking FMLA sick leave, you must contact the HR Office for approval.