

Rules for Partial Day Time Off Requests

An exempt employee has an assigned schedule with an automatically generated lunch time of either 30 or 60 minutes. In a normal day, the lunch is automatically deducted once the employee has worked for 4:01 hours. However, if the exempt employee takes a partial day of leave, the following rules apply:

1. If the employee submits a time off request and the start time of the request allows for the employee to work at least 4:01 hours in the morning portion of his shift, the lunch will be automatically deducted. For example, if his schedule is 8am – 5pm and the start time of the request is 12:15pm, he would work at least 4:01 hours before the leave start time. His lunch will be automatically deducted.
2. If the start time of the request allows for the employee to work at least 4:01 hours in the afternoon portion of his shift, the lunch will be automatically deducted. For example, if his schedule is 8am – 5pm and the start time of the request is 9am for 2 hours, he would work at least 4:01 hours in the afternoon. His lunch will be automatically deducted.
3. But, if the start time of the request results in fewer than 4:01 worked hours in the morning and fewer than 4:01 worked hours in the afternoon, the lunch will not be automatically deducted. **This scenario always requires manual intervention from the employee’s manager.** See the example below.

Midday Time Off Request Example

The employee’s approved request was for 3 hours of annual leave with a start time of 11am. Since the employee worked fewer than 4:01 hours in the morning and fewer than 4:01 hours in the afternoon, the lunch was not automatically deducted. The timecard now reflects 9 total hours for the day instead of 8.

TIMECARD												
Loaded: 1:11PM		Name & ID		Exempt1, EdwardA		10101						
		Time Period		3/09/2015 - 3/13/2015, Range of Dates								
<input type="button" value="Save"/> <input type="button" value="Actions"/> <input type="button" value="Punch"/> <input type="button" value="Amount"/> <input type="button" value="Accruals"/> <input type="button" value="Comment"/> <input type="button" value="Approvals"/> <input type="button" value="Reports"/> <input type="button" value="Leave"/>												
	Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Cumulative
<input checked="" type="checkbox"/>	Mon 3/09			8:00AM		5:00PM				8:00	8:00	8:00
<input checked="" type="checkbox"/>	Tue 3/10			8:00AM		5:00PM				8:00	8:00	16:00
<input checked="" type="checkbox"/>	Wed 3/11			8:00AM		5:00PM				8:00	8:00	24:00
<input checked="" type="checkbox"/>	Thu 3/12			8:00AM		11:00AM				3:00		
<input checked="" type="checkbox"/>	Thu 3/12	ANNUAL LEA...	3:00	11:00AM								
<input checked="" type="checkbox"/>	Thu 3/12			2:00PM		5:00PM				3:00	9:00	33:00
<input checked="" type="checkbox"/>	Fri 3/13			8:00AM		5:00PM				8:00	8:00	41:00

To add the lunch time, the **manager** may manually change the 1pm in punch to 2pm (provided this was the actual lunch time). This gives the employee a lunch hour and corrects the total time for the day to 8 hours.

NOTE: The comment **Time Off Request Adjustment** may be added to the modified punch.

	Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily
<input checked="" type="checkbox"/>	Sat 6/27										
<input checked="" type="checkbox"/>	Sun 6/28										
<input checked="" type="checkbox"/>	Mon 6/29			8:00AM		5:00PM				8:00	8:00
<input checked="" type="checkbox"/>	Tue 6/30	ANNUAL LEA...	2:00								
<input checked="" type="checkbox"/>	Tue 6/30			8:00AM		11:00AM				3:00	
<input checked="" type="checkbox"/>	Tue 6/30			2:00PM		5:00PM				3:00	8:00
<input checked="" type="checkbox"/>	Wed 7/01			8:00AM		5:00PM				8:00	8:00
<input checked="" type="checkbox"/>	Thu 7/02			8:00AM		5:00PM				8:00	8:00

The schedule may also be changed to reflect the lunch time. Select **Schedule** from the **Quick Links** menu and modify the employee morning or afternoon schedule.

8a - 11a

ANNUAL LEAVE TAKEN 2:00

2p - 5p

Lunch Time Included in the Time Off Request

NOTE: Requests should be submitted only for the number of hours of actual leave taken. Lunch time should not be included.

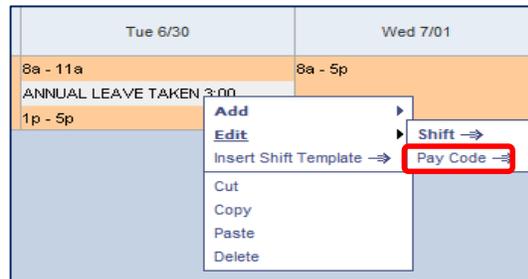
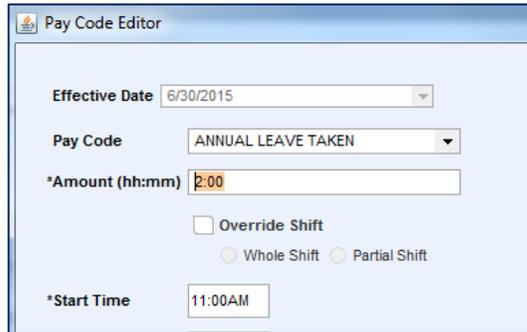
However, if the lunch time was erroneously included in the time off request, the best option is to have the employee cancel and resubmit the request for the correct number of hours. See the **Time Off Requests** job aid for employees on the **eSTART Online Resources** website for instructions on cancelling the request. **Reminder: The manager must approve the cancelled request and select "Restore Schedule" when approving the cancellation.**

Another option for the manager is to manually change the number of hours of the request from **Schedule Editor**. The schedule will also need to be edited in order to account for the lunch time.

	Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily
X	Sat 6/27										
X	Sun 6/28										
X	Mon 6/29			8:00AM		5:00PM				8:00	8:00
X	Tue 6/30			8:00AM		11:00AM				3:00	
X	Tue 6/30	ANNUAL LEAVE TAKEN	3:00								
X	Tue 6/30			1:00PM		5:00PM				4:00	10:00
X	Wed 7/01			8:00AM		5:00PM				8:00	8:00
X	Thu 7/02			8:00AM		5:00PM				8:00	8:00

From the employee timecard, click **Schedule** from the Quick Links menu or select **Schedule Editor** from the **Related Items** pane.

1. Select the pay code in the cell of the scheduled day.
2. Right-click and select **Edit>Pay Code** from the pop-up menu.
3. The **Pay Code Editor** displays.
4. Change the **Amount** field to **2:00**. **Note:** The **Pay Code** or **Start Time** of the request may also be edited here if needed.
5. Click **OK** to return to **Schedule Editor**.

6. To modify the schedule for the lunch time, click in the cell for either the morning or afternoon shift and type in the correct time. In the example, **1p** was changed to **2p**.
7. Then **Save** the **Schedule Editor** page.
8. Return to the timecard to verify the change.
9. Select **Actions>Refresh** to update the timecard. The leave time and total hours for the day are now correct. **Note:** The comment **Time Off Request Adjustment** may be added to the modified punch.

8a - 11a
ANNUAL LEAVE TAKEN 3:00
2p - 5p

	Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily
X	Sat 6/27										
X	Sun 6/28										
X	Mon 6/29			8:00AM		5:00PM				8:00	8:00
X	Tue 6/30			8:00AM		11:00AM				3:00	
X	Tue 6/30	ANNUAL LEA...	2:00								
X	Tue 6/30			2:00PM		5:00PM				3:00	8:00

Two Leave Requests on the Same Date

If the employee submits two leave requests for the same date, the lunch will not be automatically deducted since the 4:01 worked time criteria was not met. **This scenario always requires manual intervention from the employee's manager.** See the example below.

In this scenario, the employee submitted a time off request for Sick Leave in the morning and Excess Annual Leave in the afternoon. The lunch was not automatically deducted because the 4:01 worked time criteria was not met.

Save Actions Punch Amount Accruals Comment Approvals Overtime Reports Leave												
	Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Curr
X	Sun 3/01											
X	Mon 3/02			7:30AM		4:30PM				8:00	8:00	8:00
X	Tue 3/03			7:30AM		4:30PM				8:00	8:00	16:00
X	Wed 3/04			7:30AM		4:30PM				8:00	8:00	24:00
X	Thu 3/05			7:30AM		4:30PM				8:00	8:00	32:00
X	Fri 3/06	SICK LEAVE TAKEN	4:30	7:30AM								
X	Fri 3/06			12:00PM		1:00PM				1:00		
X	Fri 3/06	EXCESS ANNUAL LEAVE	3:30	1:00PM							9:00	41:00
X	Sat 3/07											

To correct, the lunch hour times must be removed from the timecard.

NOTE: The comment **Time Off Request Adjustment** may be added to the modified punch.

Save Actions Punch Amount Accruals Comment Approvals Overtime Reports Leave												
	Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Curr
X	Sun 3/01											
X	Mon 3/02			7:30AM		4:30PM				8:00	8:00	8:00
X	Tue 3/03			7:30AM		4:30PM				8:00	8:00	16:00
X	Wed 3/04			7:30AM		4:30PM				8:00	8:00	24:00
X	Thu 3/05			7:30AM		4:30PM				8:00	8:00	32:00
X	Fri 3/06	EXCESS ANNUAL LEAVE	3:30									
X	Fri 3/06	SICK LEAVE TAKEN	4:30								8:00	40:00
X	Sat 3/07											