

**PIEDMONT VIRGINIA COMMUNITY COLLEGE
NON-EXEMPT CLASSIFIED EMPLOYEE
RECORD OF HOURS WORKED**

EMPLOYEE NAME _____ **EMPLOYEE PAYROLL ID#** _____

DEPARTMENT _____ **DATE** _____

INSTRUCTIONS

This is the official record of hours worked to be submitted by Friday of each week by employees who are eligible for overtime compensation as defined in the Fair Labor Standards Act. The VCCS workweek is 12:01 a.m. Friday to 12:00 midnight of the following Thursday. Record hours in increments of tenths of an hour. Refer to back page for tenth scale →

DAY	DATE	START	END	HOURS WORKED	LEAVE TAKEN
SUNDAY					
MONDAY					
TUESDAY					
WEDNESDAY					
THURSDAY					
FRIDAY					
SATURDAY					

CERTIFIED CORRECT _____ **TOTAL HOURS WORKED** _____

Employee Signature

OVERTIME HOURS (HOURS OVER 40) _____

CERTIFIED CORRECT _____ **Date:** _____

Supervisor Signature

ADDITIONAL STRAIGHT TIME HOURS _____

VP OF FINANCE & ADMIN (overtime pay): _____ **Date:** _____

LEAVE TYPES AT = ANNUAL LEAVE SP = SICK LEAVE PERSONAL SF = SICK LEAVE – FAMILY ET = EDUCATIONAL LEAVE MT = MILITARY LEAVE* JT = ADMINISTRATIVE LEAVE* SD = SHORT-TERM DISABILITY CS = COMMUNITY SERVICE* BMOD = BONE MARROW/ORGAN DONOR	WT = WORKER’S COMPENSATION XX = LEAVE WITHOUT PAY CE = COMPENSATORY LEAVE EARNED CT = COMPENSATORY LEAVE TAKEN OE = OVERTIME LEAVE EARNED OT = OVERTIME LEAVE OL = OTHER LEAVE	<u>ADDITIONAL CODES FOR EMPLOYEES UNDER VSDP ONLY</u> FP = FAMILY/PERSONAL TAKEN DC = DISABILITY CREDIT TAKEN SD = SHORT-TERM DISABILITY LEAVE LT = LONG-TERM DISABILITY LEAVE
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***REASON AND DOCUMENTATION MUST BE PROVIDED**

CE - Compensatory Leave Earned

1. Employees whose positions are considered exempt from the provisions of the Federal Fair Labor Standards Act are not eligible to earn compensatory leave except when their unit is required to work on a state-observed holiday.
2. Employees whose positions are considered non-exempt from the FLSA have the option of either earning compensatory leave or receiving payment for work performed on a state-observed holiday.
3. Compensatory leave remains in effect for 12 months and may be used in lieu of sick or annual leave.

J - Administrative Leave

Administrative Leave may be used when

- serving on a jury,
- under a subpoena as a witness,
- interviewing for a state job, or
- taking a test for state employment.

CS – Community Service Leave (formerly Leave to Assist Schools)

Community Service Leave may be used to perform service within the community. Service may be provided through school assistance or to volunteer with a community service organization

SF - Family Sick Leave (Non-VSDP participants use only)

1. Family sick leave may be used only for illness, injury or death of a parent spouse, child, brother, sister or any relative (blood or by marriage) who resides in the employee's household.
2. Family sick leave is limited to 48 hours for each calendar year for each illness, injury or death.
3. Employees may use up to 33% of their available sick leave for family illnesses/injuries that qualify under the Family and Medical Leave Act (FMLA) and for which the leave has been designated as FMLA leave.

Overtime Hours – Must be authorized by supervisor in advance

1. If an employee in a non-exempt position works more than 40 hours in a work week (do not count any hours of any kind of leave, leave without pay, holidays, or time off due to inclement weather), the additional hours must be credited as overtime leave earned or overtime leave paid at one and one-half times the regular rate.
2. If an employee in a non-exempt position works additional hours, but the total hours actually worked do not exceed 40 (due to leave or other time off) the additional time will be compensated at the regular rate or with compensatory leave credits.

Tenths of Hours

Report used leave or compensatory and overtime leave earned using the tenth scale below:

30 to 35 min.	=	.5 hrs.
36 to 41 min.	=	.6 hrs.
42 to 47 min.	=	.7 hrs.
48 to 53 min.	=	.8 hrs.
54 to 59 min.	=	.9 hrs.
60 min.	=	1.00 hrs.