

Fairbanks North Star Borough School District

Use of Accrued Leave for Exempt (Salaried) Non-Represented Employees Frequently Asked Questions (FAQ)

Q1: To whom does this FAQ sheet apply?

A1: The *Use of Accrued Leave for Non-Represented Employees FAQ* applies to staff who are non-represented (non-union) **and** who are classified as exempt (not entitled to overtime) per the Fair Labor Standards Act (FLSA). This does not apply to hourly Non-Represented Employees.

Q2: How many hours is a full time non-represented employee expected to work?

A2: The normal work week for a full-time non-represented employee is a minimum of forty hours, however, additional hours may be required in order to meet the responsibilities assigned to the position.

Q3: Do non-represented employees receive overtime compensation or compensatory time off?

A3: Non-represented employees are exempt from the Fair Labor Standards Act (FLSA), are not eligible for overtime compensation or compensatory time off.

Q4: How should a non-represented employee report leave usage?

A4: Employees who typically work a standard forty-hour week should report leave on an hour for hour basis. Employees who regularly work more than forty hours a week due to required evening meetings, etc. may report leave as follows **pending their supervisor's prior written approval**:

Hours Actually Worked In the Day	Leave Usage Reported
More than four (4)	0 hours
One (1) to less than or equal to four (4)	4 hours
Zero (0) to less than one (1)	8 hours

Q5: Since non-represented employees' time is not rigidly controlled, how are work time and absences addressed?

A5: Supervisors should discuss with non-represented employees the expectations of the position, including the need to be present in order to perform the work required by the position or the need to arrive by a certain time in order to assure that the workplace is properly staffed for business.

Q6: What if the non-represented employee fails to maintain the expected schedule, is not performing the work of the position, or fails to be present during crucial times of the day/year?

A6: Supervisors may then need to formally counsel or warn the employee about his/her failure to meet the performance expectations of the position. An employee could be disciplined or dismissed for his/her failure to perform the job duties (including necessary attendance) of the position in order to meet the district's business needs.

Q7: May a non-represented employee be required to inform their supervisor when he/she intends to be

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absent from the department for several hours during a typical work day?

A7: Yes. Employees are expected to communicate with their supervisor prior to any absence during the regular work day. The absence must be approved by the supervisor.

Q8: Do non-represented employees work on Inclement Weather and School Closure days?

A8: Non-represented employees are expected to work on school closure days. All employees should consider their safety and that of their family first. Exempt staff should communicate as soon as possible with their supervisor regarding absences on school closure days.

Q9: Are there different rules for pay deductions for non-represented public (vs. private) agency employees?

A9: Per allowances in federal regulations (CFR 541.710), the District has established a pay system that provides accrual of annual and sick leave and requires the employee's pay to be reduced (leave without pay) for absences for personal reasons or because of illness or injury of less than one work-day when accrued leave is not used by an employee because the employee has exhausted accrued leave, fails to obtain permission to use paid leave, or uses leave without pay. Thus, if a non-represented employee exhausts leave and is absent for a period of time requiring use of leave, the employee's compensation will be reduced accordingly.

Q10: If I work late one evening, can I come in late the following day?

A10: This may be permitted with the approval of your supervisor.