

# Human Resource Services

**Administrative, or professional occupations are exempt from overtime pay provisions under the Fair Labor Standards Act (FLSA)**

Sacramento City 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.

## 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. Exam	All time taken off must be reported on Form 12 and Absence Report.
<u>Example:</u> Work four hours, and then left for the day.	Report four hours vacation, sick leave, personal necessity, etc., on Form 12 and Absence Report.

### Scenario 2

Work <u>five hours or more</u> on a particular workday.	No time is to be reported on Form 12 and Absence Report.
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