

Merit Employee Guide to Hours Worked and Leave

Overtime equalization is no longer required. Supervisors may distribute overtime based on business needs/rationale.

Approval/denial of vacation requests are no longer based on seniority and within specified timeframes. Work with your supervisor on leave requests.

Meal periods of 30 minutes or more will remain unpaid as long as employee is fully relieved from duty. ISU is no longer required to allow meal periods of 40 or 70 minutes.

Although AFSCME medical leave without pay is going away, eligible employees will be covered by the Family and Medical Leave Act (FMLA) for medical leave purposes.

Hours worked for the calculation of overtime will not include sick leave, vacation, comp time and holidays.

What's staying the same?

- Sick leave
- Annual/vacation leave
- Catastrophic leave
- FMLA
- Holiday rate of pay
- Jury duty

Usage of leave is not permitted until leave is accrued.

Employees will receive straight pay for holidays not worked. These hours will not be counted as hour worked for purposes of overtime calculation. Part-time employees will receive holiday pay according to their fraction.

The maximum allowable bank of compensatory (comp) time is **160 hours**.

Employees will receive shift differential for any shift of which four or more hours occur between 6pm and midnight and for any shift of which four or more hours occur between midnight and 6am.

Employees may request a payout of comp time banked in cash at any time. All comp time banked on June 30 will be paid out at employee's pay rate on June 30.

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