I. PURPOSE
To ensure compliance with the federal Fair Labor Standards Act (FLSA) guidelines for employees (EHRA & SHRA) whose positions are exempt from the overtime provisions of the FLSA.

II. GENERAL GUIDELINES
Employees (EHRA & SHRA) whose positions are exempt from the overtime provisions of the Fair Labor Standards Act (FLSA Exempt) do not earn compensatory time or otherwise receive extra compensation for work beyond the minimum forty-hour work week. The very nature of the position as “exempt” is regulated through the provisions of the FLSA as “putting in whatever time it takes to get the job done.”

The University, however, recognizes that, in exceptional circumstances, the workload of exempt employees may be especially burdensome and may extend well beyond the minimum forty-hour work week.

Such exceptions should be rare; and should not be confused with the sporadic and occasional time when an exempt employee may need to come in early or stay late in order to complete a project on time.

With prior written approval of the supervisor, an employee who is exempt from the overtime provisions of the FLSA may be authorized to flex her/his normal work schedule without reporting vacation or sick leave. This schedule adjustment should occur within two (2) weeks after the exceptional work period.

III. FORMS/APPENDICES
Exempt employees should use the ECU FLSA Exempt Leave Record to record vacation and sick leave taken.

IV. OTHER INFORMATION / RELATED POLICIES
Fair Labor Standards Act (FLSA)