

**CALIFORNIA PUBLIC UTILITIES COMMISSION**

Division of Water and Audits

**REPORTING WORKING TIME AND WORK STATUS OF**  
**PROJECTS, DELEGATING MANAGEMENT**  
**RESPONSIBILITIES, AND TAKING LEAVE**

Standard Practice U-11-W

**San Francisco, CA**  
December, 2008  
Revising May 2008

## TABLE OF CONTENTS

<b>A - PURPOSE AND SCOPE .....</b>	<b>2</b>
<b>B - BACKGROUND .....</b>	<b>2</b>
<b>C - TIME REPORTING .....</b>	<b>4</b>
<b>D - WORKING HOURS AND ABSENCES .....</b>	<b>4</b>
<b>E - REST PERIODS .....</b>	<b>8</b>
<b>F - JURY DUTY.....</b>	<b>8</b>
<b>G - TELECOMMUTING AND WORK AT HOME .....</b>	<b>8</b>
<b>H - STATUS REPORTING .....</b>	<b>9</b>
<b>I - VACATION.....</b>	<b>9</b>
<b>J- COMMISSION AND DIVISION SPONSORED SOCIAL FUNCTIONS AND PARTIES.....</b>	<b>9</b>

### A - PURPOSE AND SCOPE

1. The purpose of this Standard Practice is to establish consistent policy that each employee (including supervisors) may expect and must follow with respect to timekeeping, progress reports for projects, making travel claims, and taking leave. It also covers Division policies for telecommuting, working-at-home, overtime and Compensatory Time Off (CTO) for field trips.
2. If any of the provisions in this document are part of or become part of a collective bargaining agreement or state or federal law, the collective bargaining agreement or law will govern. Deviations from these guidelines require approval of the Director of the Division of Water and Audit (DWA))

### B - BACKGROUND

3. The Public Utilities Department issued Standard Practice U-11 on July 1, 1952.<sup>1</sup> It required that “all engineering time, except supervisor’s time, will be reported at weekly intervals on WM Form 1, entitled ‘Individual Work Activities.’” It had 41 Classifications for Work Activities and anticipated that the data would be entered into IBM tabulating cards for analysis and retrieval. The number of Work Activity Classifications was increased in 1956<sup>2</sup> and U-11 was updated August 1, 1957 with a printed (rather than typewritten) Form (now U-07).<sup>3</sup> Later updates occurred June 22, 1959, October 1, 1959, August 3, 1960, June 22, 1966 and May 30, 1972.<sup>4</sup>
4. The Water Division (now Division of Water and Audits (DWA))issued Standard Practice U-11-W on December 8, 2006. It combined the time reporting requirements

---

<sup>1</sup> CALIFORNIA PUBLIC UTILITIES COMMISSION, Public Utilities Department, STANDARD PRACTICE FOR REPORTING WORKING TIME, Standard Practice No. U-11, San Francisco, California, July 1, 1952, Doc. Mgmt. #264236.

<sup>2</sup> Doc. Mgmt. #329449

<sup>3</sup> Doc. Mgmt #329448

<sup>4</sup> Doc. Mgmt. #329454, #329460, #329463, #329465, #329467

with various Division instructions on telecommuting and other timekeeping related information.

5. On December 28, 1982 the Utilities Division established standards for Flexible Work Schedules (Flextime). The Division allowed employees to not sign in and out if they arrived by 8:15 am and worked until 5 p.m. with a 45 minute lunch. Working Flextime required that the employee sign in and out, but allowed flexible time if the employee worked the core hours from 9 A.M. until 11:30 a.m. and 1:30 p.m. until 4 p.m. every day. It allowed a minimum 30 minute lunch break and allowed other than eight hour days, but required a 5-day 40 hour work week.<sup>5</sup>
6. In 1998 the Water Division issued a set of Guidelines for Telecommuting (Appendix A). It also developed a form in Excel that can be downloaded from Doc. Mgmt. (# 179210) to report work accomplished (Appendix B).
7. On January 1, 2000 the “Eight Hour Day Restoration and Workplace Flexibility Act of 1999” was enacted.<sup>6</sup> It restored daily overtime, that is, overtime after working eight hours in one day. It set the rate as time and one-half for 8 to 12 hours and double time for over twelve hours. It requires that overtime be paid for more than 40 hours worked in a week (unless an alternative workweek is adopted, such as a 9/80 program.) It provides for “make-up” hours such that an employee may voluntarily work up to 11 hours per day without the employer having to pay overtime (after written request by the employee and approval by the employer.)<sup>7</sup>
8. In 2004 Congress passed amendments to the Fair Labor Standards Act (FLSA) that affected hourly and exempt employees. The FLSA was originally passed in 1938 after the Depression, when many employers took advantage of the tight labor market to subject workers to inhospitable working conditions and long hours. It is one of the most complex laws of the workplace, and has been amended many times. Most of the revisions and interpretations have expanded the law's coverage, for example: requiring that male and female workers receive equal pay for work that requires equal skill, effort and responsibility, including in its protections state and local hospitals and educational institutions, covering most federal employees and employees of states, political subdivisions and interstate agencies, and setting out strict standards for determining, paying and accruing compensatory time off -- time given off work instead of cash payments.

---

<sup>5</sup> Memorandum From: Edmund J. Texeira To: All Utilities Division Personnel (S. F. Only), Subject: “Flexible Work Schedules,” Doc. Mgmt. #261267.

<sup>6</sup> This Law impacts the provisions of the March 5, 1996 Memorandum To: All CPUC Staff, From: Wesley M. Franklin, Executive Director, Subject: OVERTIME POLICY, see Doc. Mgmt. #260463.

<sup>7</sup> Memorandum dated December 23, 1999 from Miles E. Locker and Marcy V. Saunders to All DLSE Professional Staff, Subject: “Understanding AB 60: An In Depth Look at the Provisions of the “Eight Hour Day Restoration and Workplace Flexibility Act of 1999.” <http://www.fels.org/data/Laws/AB60update.htm>, Doc Mgmt. #329476

9. In late 2004 the Commission initiated the upgraded Workload Tracking System (WTS) in response to a set of requests by the Department of Finance. This system requires daily entries of work performed and time spent.
10. Also in 2004, the Water Branch of the Water Division developed a Weekly Report Form (Appendix C) to allow the supervisor to track progress and the program manager to track workload for each employee.
11. Employees are responsible to be familiar with the policies contained in this document, in the CPUC Employee Handbook, available on the Intranet at [ftp://ftp.cpuc.ca.gov/static/jobs/employeeinfo/ee\\_handbook\\_092906.pdf](ftp://ftp.cpuc.ca.gov/static/jobs/employeeinfo/ee_handbook_092906.pdf) and in the Memorandum of Understanding that their union and the State have negotiated. The Unit 1 MOU is available at <http://www.dpa.ca.gov/bargaining/contracts/index.htm>. The Unit 9 MOU is available at <http://www.pecg.org/Download/MOU.pdf>.

### C - TIME REPORTING

12. Each supervisor is responsible for knowing where an employee is during working hours and what work the employee is doing. Project managers are responsible to track work progress and attendance when the supervisor can't do so.<sup>8</sup>
13. **Upon arriving at work, each employee shall go to the timekeeper's cubicle and move the marker on the status board from "out" to "in."** Non-exempt employees accrue time in 15 minute intervals and have a 15 minute "grace" period, so if an employee arrives more than 15 minutes late, he or she must take vacation or leave or request the supervisor allow the employee to stay an extra 15 minutes, or otherwise make up the missing time. Similarly for 30 minutes late, 45 minutes, etc. Absences must be taken as leave or made up in 15 minute intervals. See Working Hours below. Similarly, an employee who has no work to do may leave as much as 15 minutes early (the WTS shall be filled out honestly, showing that this time was not worked.) Leaving earlier than 15 minutes before quitting time requires that the time be charged to vacation or leave, or made up as required above. Employees shall contact their supervisor or (415) 703-1133 to report medical problems or last minute taking of vacation.
14. Each employee shall annotate the WTS at the end of each workday with the actual time spent working on each project.
15. Weekly, each employee shall report the progress of his or her work on the Weekly Report Form (Appendix C) to his or her supervisor and the Branch Chief.

### D - WORKING HOURS AND ABSENCES

---

<sup>8</sup> For a clarification of the supervisor/Program Manager relationship, see the June 12, 1996 Memorandum To: All Staff, From: George A. Carazo, Personnel Manager, Subject: Scope of "Leadperson" Authority, Doc. Mgmt. #260455.

## General

16. Employees and supervisors may not make agreements which circumvent provisions of the FLSA or the collective bargaining agreement MOU, such as exchanging a holiday for another day off at straight time. If the MOU deviates from the FLSA, the MOU will be followed.
17. DWA will not reduce exempt employee salaries for part-day absences from the workplace.
18. Supervisors (not timekeepers) are responsible for knowing the status of their employees and certifying that attendance is being accurately reported.

## Non-Exempt (FLSA Protected) “Hourly” Employees

19. Non-exempt DWA employees may work a five-day eight-hour per day work week, a 9/80 work week or a 10/40 work week. Working hours must be approved by the supervisor in advance and must apply to a minimum one-month pay period.<sup>9</sup>
20. Each employee has a work schedule with start time and leaving times and days worked and possibly days off for 10/40 or flex days for 9/80 work weeks. The employee must get supervisor permission to modify his or her scheduled working hours. The new schedule must begin no sooner than the first day of the next pay period. No changes may be made during the pay period.
21. If a supervisor requires an employee to work more than 40 hours in any consecutive seven day period, the employee will accrue overtime.
22. With the supervisor’s permission, employees may voluntarily work up to 11 hours in a day to make up for an absence, so long as they don’t incur greater than 40 working hours in a week (except for 9/80 where the employee may not accrue more than 80 hours in a two week period).
23. The time an employee spends commuting to and from work each day is not work time.<sup>10</sup> However, work time does include time spent traveling to another location for a special assignment, substantial travel for an emergency outside the normal working hours, and time spent traveling during regular work hours as part of the employee’s principal job duties (such as a field trip). Overnight travel or travel away from home is work time under Federal law only when it “cuts across the employee’s normal workday” or requires the employee to work on weekends or days when he or she would not otherwise be required to work. This means that if the employee flies to Los

---

<sup>9</sup> Use “WATER DIVISION ALTERNATE WORKWEEK SCHEDULE (AWS) AGREEMENT,” 11/09/02, Doc Mgmt. #3312070

<sup>10</sup> The *Portal-to-Portal Act* (29 USC 251 to 262) provides that traveling to and from where work is performed at the beginning and end of the workday is not work time.

Angeles on Sunday for a Monday meeting, time spent on the flight during an employee's normal working hours is work time. If the flight occurs outside of normal working hours (say, 6 PM to 8 PM) the flight time is not work time under Federal law, but DWA will allow such travel as work time. Regular meal periods and time spent sleeping or pursuing leisure activities while traveling is not work time. Travel time that is work time (that is, occurs during the regular working hours) is subject to the overtime pay requirements of the FLSA. Travel time that occurs outside the normal working hours is not overtime, but will be compensated by CTO, hour for hour.

24. If an employee requests to drive rather than take the train or fly, the employee will be reimbursed at the cheapest rate.
25. A delay in BART or other mode of transit for commuting that results in the employee arriving late will require that the lost working time be made up, or taken as vacation or leave, since commute time cannot be considered working time. Deviations to this guideline due to man-made or natural disasters require the approval of the Executive Director.
26. Core working hours for the Commission are 9:00 AM to 4:00 PM. Employees working more than five hours must take a minimum 30 minute lunch break during that time.<sup>11</sup> During the lunch break the employee must be completely relieved of all duties, and must be free to leave the duty post. The supervisor is responsible for knowing the normal meal times of his or her employees. The employee shall inform the supervisor when the meal time doesn't occur at its normal time or for its normal duration.
27. All deviations from the approved working hours (vacation, sick leave, other time off) shall be requested using the Public Utilities Commission Absence Request Form, No. T-PMIS 32A-5/92, signed by the supervisor. If the employee knows he or she is going to be absent, the form should be signed by the supervisor and submitted to the timekeeper before the absence. If the employee didn't know (medical or family emergency), he or she should call (415) 703-1133 and e-mail his or her supervisor and the timekeepers, and explain the situation, and submit the form upon return.
28. Non-exempt employees shall not voluntarily work more hours than authorized in the work schedule, except as allowed by volunteer time programs, such as assisting at a school. An employee going on a field trip or chairing a public meeting shall arrange for time off during that week to compensate for the longer days or later hours worked during the field trip. The supervisor may require a non-exempt employee to leave early or not come to work in order to avoid the employee earning more than 40 hours in a work week.

---

<sup>11</sup> All employees, exempt and non-exempt, are entitled to meal periods. An employee who works more than five hours in a workday is entitled to one 30-minute meal period. The employee may waive the meal period if he or she does not work more than six hours in a workday. California Labor Code section 226.7 provides that employees are entitled to receive one hour of compensation for each workday that a meal or rest period is not provided.

29. All hours worked in excess of a 40 hour week must be paid by overtime or CTO at time and one-half. All hours worked on a holiday shall be paid as follows: (1) eight hours of Holiday Time Off plus (2) the number of hours actually worked at time and one-half.
30. All overtime must be authorized in advance by the supervisor, and reported to the Human Resources Branch on Form 682 by the end of the month in which it was earned. Overtime is normally earned in blocks of four hours or less, to allow for meals. CTO must be reported on the Standard Time and Attendance Report (STR) Form 634 and be taken within the following 12 pay periods.<sup>12</sup> An employee may accumulate up to 240 hours of CTO. Any overtime earned above this amount will be paid in cash.

### **FLSA Exempt or “Salaried” Employees**

31. Employees classified as exempt based on the provisions of the FLSA or the MOU earn a salary that does not change with the amount of time spent working.<sup>13</sup> Because of this, when the workload requires the presence of an employee on nights or weekends, or to handle an emergency, exempt employees should be used if possible.<sup>14</sup> The FLSA does not prohibit requiring an exempt employee to sign in or otherwise keep strict track of time spent, and exempt employees will fill out the WTS as honestly as possible. The supervisor of an exempt employee may require time reporting in addition to that contained in this document. Also, exempt employees may utilize vacation or dock time and may be denied pay due to disciplinary infractions, but only in one day intervals.
32. The FLSA does not define a minimum amount of time that exempt employees must work in a day in order to not have to take vacation or sick leave, but DWA will not require an exempt employee to take vacation or sick leave when the time spent working in the office or in the field on a work day is one hour or more. Exempt employees shall inform the supervisor and timekeeper of expected absences in advance and unexpected absences as soon as practicable. All actual work accomplished, including extra hours worked outside the work day, must be recorded in the WTS.
33. When a project manager, supervisor or manager is absent, he or she shall appoint a “person in charge” who shall have authority as defined by the appointer for the duration of the absence, including adequate assignment responsibility and approval authority to keep workload moving. This person shall normally be given access to

---

<sup>12</sup> See “WATER DIVISION Guidelines for Overtime and Compensatory Time Off (OT & CTO), 3/2002, Doc Mgmt. #331251

<sup>13</sup> For a more complete description of the overall work environment for exempt employees, see “WORK POLICY FOR FLSA EXEMPT EMPLOYEES,” Doc. Mgmt. #260452.

<sup>14</sup> The PECG MOU does provide that an exempt employee who works on a holiday shall receive hour for hour holiday credit. See Section 8.2 b 2.

the absent manager's telephone, mail and e-mail (or otherwise have such communication referred). In the absence of a supervisor, timesheets will be signed by the supervisor's reporting official.

34. In exceptional circumstances, an exempt employee whose duties require work in excess of forty hours (or the corresponding number of hours for less-than-full-time employees) in a peak work period, may, with the prior approval of the supervisor or in accordance with an established Emergency Plan, be authorized to take a specified amount of time off from work without taking annual or sick leave. Work required on a State holiday will also be compensated hour for hour with the approval of the exempt employee's supervisor.

### **E - REST PERIODS**

35. Working through a rest period does not allow an employee to leave early or arrive late.

### **F - JURY DUTY**

36. State employees receive full pay when serving on a jury. They do not receive juror pay.<sup>15</sup> Superior Courts in California now instruct jurors that they must fill out a jury fee waiver form if they're a government employee who is receiving their regular compensation while on jury duty. "Regular" compensation refers to what an employee would receive from the employer, regardless of whether the employee was scheduled to work on the day(s) of jury duty.
37. This means State employees will no longer receive a check from the court that previously they were required to turn over to their employer. However, they may keep any check received from the court for mileage costs, which the courts continue to pay to employees who serve more than one day of jury duty.

### **G - TELECOMMUTING AND WORK AT HOME**

38. DWA allows telecommuting and work at home with supervisor approval. See Appendix A for the Telecommuting standards. New employees should not expect to telecommute or work at home while on probation, and all telecommuters should expect to have telecommuting cancelled occasionally due to work requirements, so the employee should not schedule any regular event during a telecommute day that would be inconvenient to have to cancel. Telecommuting shall not result in payment for overtime. Exempt employees are not allowed to telecommute; however, they may work at home with permission of their supervisor.
39. Telecommuting and work at home workers are expected to be working during the normal work day and must be contactable throughout that time. Sometime

---

<sup>15</sup> SB 1102 (Chapter 227, Statutes of 2004), which amended the Code of Civil Procedure Section 215, August 16, 2004

telecommuters or work at home workers are combining these efforts with medical or other appointments. The supervisor must be made aware of this. If an employee is not able to answer the phone or e-mail quickly, he or she should inform the supervisor and the timekeeper ahead of time and let that person know the status of the employee's availability. Lack of contact is adequate grounds for no longer being allowed to telecommute or work at home.

## **H - STATUS REPORTING**

40. Employees shall report the status of their assignments weekly using the form shown in Appendix C. The percentage completed amount shall be coordinated with the Project Manager or the supervisor, if no Project Manager is assigned. The forms shall also be sent to the Program Manager. . The supervisor may require additional work assignment reporting by employee in addition to that specified in this paragraph.

## **I - VACATION**

41. The Maximum Carryover Hours for vacation are 640. If an employee has accrued over that amount, he or she must follow the instructions in Appendix D.
42. An employee on a 9/80 is required to maintain a minimum of 40 hours of leave available at all times.

## **J - COMMISSION AND DIVISION SPONSORED SOCIAL FUNCTIONS AND PARTIES**

43. Exempt and employees are encouraged to volunteer for Commission-sponsored volunteer or educational programs, such as assist at an elementary school, the Halloween party, and Toastmasters, and to attend Commission-sponsored social events, such as the Holiday Party. DWA will provide time off as necessary to make these efforts successful. DWA also holds Division events and holiday luncheons. The Division supports reasonable time away from work consistent with the social aspects of these events. If an employee, due to inclination or workload, does not chose to participate in a Division event, the supervisor will authorize a reasonable amount of time off in lieu of participation. If Division management finances part of the cost of the function for other staff, a similar financial stipend shall be paid to eligible staff who do not attend. If an employee attends more than one luncheon, the employee will have to take vacation or leave time for the additional luncheons.<sup>16</sup> Employees will coordinate other events (retirement lunches, etc.) with the supervisor.

---

<sup>16</sup> Memorandum, December 3, 1987 to: McVicar, Finnstrom, Ong, Penny, Sekhon, From: Wesley Franklin, Chief, Water Utilities Branch, Subject: Minutes of the December 1, 1987 Water Utilities Branch Meeting, Paragraph 1, Doc. Mgmt. #264238.

## **WATER DIVISION TELECOMMUTING POLICY**

Telecommuting is working at home or any other Commission designated facility instead of commuting to a distant work place. Such work will occur on a prearranged schedule. Telecommuting is a privilege, not a right. Any abuse of this privilege may result in it being revoked.

(Telecommuting should not be confused with an employee working at home, with the permission of his/her supervisor, to get a specific job done. This type of work at home is done on an as needed basis and is not regularly scheduled).

Policy:

- This Telecommuting Policy applies to all Water Division rank and file employees.<sup>17</sup>
- This Telecommuting Policy shall also serve as a guideline for supervisory, management, and confidential employees that wish to telecommute. Such non rank-and-file employees are required to submit the “Telecommute - Work Accomplished” form as described later in this policy and are expected to abide by the spirit of the policy.
- Telecommuting is restricted to no more than one day per week.
- Regularly scheduled telecommuting will be allowed only on Tuesdays through Thursdays. However, if an employee is required to come to the office or go into the field on his or her designated telecommute day, he or she will be allowed to switch the telecommute day to another day of the week with the permission of the immediate supervisor. If an employee misses his or her designated telecommute day and is unable to reschedule for another day within the same week, he or she will not be able to carry over that week’s telecommute day to another week (no banking).
- A telecommuter may also be on a flex-time schedule; however, the combination of the two schedules shall result in no more than one day away from the office per week. For example, a telecommuter on a 9/80 flex schedule will be allowed to telecommute once in two weeks with the telecommute day falling in the week that he or she does not take a flex day-off. If the employee works a 4/40 flex schedule, that employee will not be allowed to telecommute.
- No telecommuting will be allowed on the work day preceding or following a scheduled vacation of more than two days.
- No telecommuting will be permitted if telecommuting in any given week results in the employee being away from the office for more than three days of that week.

---

<sup>17</sup> Other Divisions also have Telecommuting Policies. See Legal Division’s at Doc. Mgmt. # 55920.

## Appendix A

- Telecommuters must be available during the Commission's core hours, 9:30 am to 3:00 pm except for any leave hours taken on their telecommute day.
- The telecommuter is responsible for gathering enough work together to be able to put in a full telecommute work day.
- A telecommuter must roll over his/her office telephone number to his/her home telephone while telecommuting.
- A telecommuter must have all necessary supplies and equipment at his/her home to perform his/her job. This includes having a telephone available during business hours. Having a computer at home is not a telecommuting requirement.
- A telecommuter's work place at home should be conducive to adequately performing his or her job. The environment should be safe and disturbance free. Telecommuting is not a substitute for attending to family members. Appropriate arrangements should be made for their care.
- A telecommuter is required to work the full number of hours agreed upon in his or her telecommuting schedule or appropriately charge time off for hours not worked.
- A telecommuter must inform his or her supervisor ahead of time when he or she plans to take some time off on a telecommute day.
- A telecommuter shall submit a completed "Telecommute - Work Accomplished" form to his/her supervisor at the end of each telecommute day or within 30 minutes of return to the normal workplace on the following work day. This requirement may be completed either electronically or by hardcopy as agreed to with the supervisor.
- When a Commission-wide telecommuting policy is adopted, the Water Division Telecommuting Policy will be modified to conform to the Commission-wide policy.
- The employee's immediate supervisor will be responsible for approving/revoking telecommuting. If an employee is denied telecommuting, he/she may appeal to Water Division Management (management) which consists of the Program and Project supervisors, Branch Chiefs and the Division Director. The employee's appeal will be answered within 30 days of the appeal date. The appeal may be filed via the office automation system with hard copies presented to each management member.

Adopted by WD Management Committee 10/28/97, effective immediately.

## TELECOMMUTE - WORK ACCOMPLISHED

**To:**

**From:**

**Day & Date Telecommuted:**

---

### A. How To Use This Template

Fill in the above then, below, list the projects or tasks that you worked on, show the hours spent on each project/task, and give a brief description of what was accomplished for each project/task. At the bottom show the total hours worked on the telecommute day and the non-work hours charged to Vacation, sick leave , etc. Submit one copy to your immediate supervisor and, if other than normal hours worked (this does not apply to exempt employees), a second copy to your timekeeper.

B. Hours	Project/Task	What Accomplished
----------	--------------	-------------------

C. \_\_\_\_\_ Total hours worked

D. \_\_\_\_\_ Vacation/Sick Leave/Annual leave/Dock hours, etc.

Rev. 10/23/97



## Appendix D

### **EXECUTIVE DIRECTOR'S POLICY STATEMENT ON VACATION HOURS IN EXCESS OF MAXIMUM ALLOWABLE LIMIT**

It is the policy and obligation of the California Public Utilities Commission (CPUC) to follow federal and state laws, as well as State Personnel Board Rules, Department of Personnel Administration policies, and the various provisions of the applicable Memoranda of Understanding.

As such, if all of the accrued vacation that the employee has in a calendar year is not used, the employee may carry over accrued vacation credits to the following calendar year to a maximum of either 400 or 640 hours, depending on which unit. The Executive Director or designee (Human Resources Manager) may permit an employee to carry over more than the applicable 400 or 640 hours limit if an employee was unable to reduce his/her accrued hours because the employee was:

1. Required to work as a result of fire, flood, or other extensive emergency.
2. Assigned work of a priority or critical nature over an extended period of time.
3. Absent on full salary for a compensable injury.
4. Prevented from taking vacation until December 31<sup>st</sup> because of sick leave.
5. On jury duty.
6. Prevented by the department head or designee from utilizing accrued vacation.

It is each employee's responsibility to utilize all vacation hours in excess of the cap by the end of every calendar year unless otherwise prevented from doing so as enumerated above.

By June 1<sup>st</sup> of each year the Human Resources Office will send notices to employees with excess vacation. This notice will indicate that the employee must use any vacation beyond the maximum accrual amount by the end of the subsequent fiscal year. In addition, the employee will be instructed to write a memo to their division manager by no later than June 20<sup>th</sup> indicating the reason there is excess vacation, and in the next fiscal year their specific plan to decrease it to the maximum allowable cap. The division head will note if the plan is acceptable, and forward this to the Human Resources Manager by August 1<sup>st</sup> for final approval. The Human Resources Manager will inform the Executive Director of all excess vacation leave, and note any plan that is not able to appropriately reduce the leave balance.

This policy is effective immediately, is posted on the intranet on the appropriate page, and will be provided to all staff once it has been identified that their leave balance is in excess of the maximum allowable limit.

Steve Larson, Executive Director

June 2006