

Southern Oregon University

INSTRUCTIONS FOR: Salaried Exempt Unclassified Employee Leave Record (Exempt from Overtime Eligibility)

1. Enter **employee information:** *Please print*
 - Name (First and Last)
 - Employee ID No.
 - Department Name
 - Month/Year for which leave is being reported. *The payroll period runs from the 1st of the month through the end of the month.*

2. **Leave Taken:** Enter the leave hours and/or fraction of an hour (e.g. 1.50) used on any day in the month and enter the total hours of leave used for each type in the “Total” column. Leave types are:
 - Sick leave
 - Vacation leave
 - Holiday
 - Leave without pay (LWOP) – *to avoid overpayment when an employee has LWOP, the supervisor submits an approved “red-border” change form to the Budget Office by the 15th of the month in which LWOP occurs.*
 - Other (e.g. Governor’s Special Leave Day, jury duty, etc.) – *explain “other” in the space provided.*

3. **What to do if no leave was taken:** If no leave was taken during the month, please enter “zero” in the total column and submit the leave record with signatures.

4. **Signatures:**
 - The employee’s signature indicates that the leave reported is accurate.
 - The supervisor’s signature indicates that the supervisor reviewed the leave record and verified that the leave record is accurate.

5. **Submitting the leave record:**
 - Leave records are due in the Payroll/Benefits Office, CH 160, by the third workday after the last business day of the month for which leave is reported.
 - Pay day is the last business day of the month