



January 25, 2017

## Departmental Leave & Overtime Procedure

1. Virginia Tech requires all staff and CY faculty to submit a monthly leave report beginning on the 10<sup>th</sup> of each month for the prior month. The deadline for leave submission and approval is 5pm on the 16<sup>th</sup> of each month.
2. Employees required to submit a monthly leave report should do so using the Virginia Tech [Leave & Time Worked Reporting System](#).
3. Area leave representatives should monitor and ensure all required employees are submitting their leave timely on a monthly basis. The Dean's Office, Business Manager will also monitor timely leave submission and contact each employee, and their designated leave representative, with an outstanding leave report via email beginning on the 14<sup>th</sup> of each month. It is the responsibility of the employee to contact their supervisor to approve their time when applicable.
4. The Fair Labor Standards Act (FLSA) requires that non-exempt employees must be compensated for overtime at a rate of time-and-one-half for all hours worked over 40 in a period of seven consecutive days. The seven-day work period begins each Friday at midnight and ends the following Friday at midnight.
5. Documentation for overtime should be pre-approved by an employee's supervisor ([Procedure 4320](#)) in the form of an email as soon as overtime is expected. Overtime should not occur unless pre-approved by the employee's supervisor.
6. Employees should send an email notification requesting overtime, which should include the expected date and estimated amount of overtime, and the reason or activity for which the overtime is being requested.
7. Employees should receive, in writing, their supervisor's approval before incurring overtime. Overtime is not approved until the supervisor response is received.
8. It is the responsibility of the employee to print the leave report that includes overtime at the end of the reporting period. It should be attached to the supporting approval email and provided to the department leave representative.
9. This documentation will be kept on file by the area leave representative and department for five years after the end of the fiscal year as identified by the university records retention policy ([Policy 2001](#)).
10. Employees in the College of Architecture and Urban Studies that earn overtime will be compensated through additional leave at the rate of time-and-one-half off.