

## Exempt Employee FAQ's

### Transition from Compensatory Time to Worked Holiday And Changes to Managing the Veterans Day Holiday

#### Worked Holiday

**Q: Why is WSU transitioning from Compensatory Time to Worked Holiday for exempt employees?**

A: WSU has determined that Worked Holiday more appropriately represents a leave category used by exempt employees. In addition, under the Fair Labor Standards Act (FLSA), exempt positions are not eligible for overtime (either paid or compensatory).

**Q: Which exempt employees are impacted by this change?**

A: All benefit eligible exempt employees excluding 9/10 month faculty.

**Q: Why does this change not apply to 9/10 month faculty?**

A: 9/10 month faculty do not receive holiday hours.

**Q: What specifically does the FLSA regulate?**

A: The FLSA is a U.S. law that is intended to protect workers against certain unfair pay practices or work regulations. The FLSA determines items such as minimum wage, overtime pay eligibility (including usage of compensatory time off), record keeping, and child labor laws.

**Q: What else does the FLSA oversee?**

A: The FLSA has oversight for determining exemption status (exempt from overtime or non-exempt from overtime) based on the specific job duties (duties test) and salary threshold.

**Q: Which Holidays are impacted by the Worked Holiday?**

A: The transition from Compensatory Time to Worked Holiday applies to all holidays except Veterans Day. Since WSU is open on Veterans Day, it is managed differently and will be explained later in these FAQ's.

**Q: Why does an exempt employee need Worked Holiday?**

A: According to the Kansas Board of Regents Policy Manual, if an exempt employee is **required** to work a designated holiday, equivalent time off is to be afforded to them to use at a later date.

**Q: Am I required to gain approval before working a designated holiday?**

A: Yes, WSU employees are **required** to gain approval from their supervisor before working a designated holiday.

- Q: How do I ensure that the hours I am required to work on a designated holiday are placed into Worked Holiday?**
- A: Within 30 days of working a designated holiday, the employee will need to email payroll at [timekeeping@wichita.edu](mailto:timekeeping@wichita.edu) , with the name of the designated holiday and the number of worked hours. Worked Holiday is credited to exempt employees in either a full day or one-half (1/2) day increment. The employee must also copy their supervisor on this e-mail.
- Q: Will the balance in Worked Holiday be paid out if I separate employment with the University?**
- A: No. Any balance in Worked Holiday will not be paid out upon separation, retirement or if an employee transfers from an exempt position to a non-exempt position.
- Q: When will the Worked Holiday take effect?**
- A: The Worked Holiday will be available for exempt employees that are required to work a designated holiday after the pay period beginning on 2/23/2020.
- Q: What if I am required to work a holiday (excluding Veterans Day) between now and 2/22/2020?**
- A: If an employee is required to work a holiday between now and 2/22/2020, they will need to email the Financial Operations Payroll team at [timekeeping@wichita.edu](mailto:timekeeping@wichita.edu) , and copy their supervisor, with the name of the designated holiday and the hours that were worked as soon as possible after working a designated holiday. These hours will be placed into Compensatory Time until they are paid out on 3/6/2020.
- Q: What is the maximum balance that I can accrue in the Worked Holiday?**
- A: There is no maximum balance for Worked Holiday. However, all balances in Worked Holiday will be cleared or decremented to zero (0) on an annual basis at the end of the fiscal year (June).
- Q: Is there a time during the year in which I need to have used the hours in Worked Holiday?**
- A: Worked Holiday will be cleared or decremented to zero (0) on an annual basis at the end of the fiscal year (June). Employees are encouraged to use any hours in Worked Holiday promptly to ensure they receive the benefit of being afforded time off in the future.
- Q: What else do I need to consider if I accrue hours in Worked Holiday?**
- A: Since the hours in Worked Holiday do not pay out at separation, retirement or if an employee is moved to a non-exempt position, employees are encouraged to use these hours promptly to ensure they receive the benefit of being afforded time off in the future.
- Q: Where can I find my Worked Holiday balance?**
- A: Employees will be able to view balances in Worked Holiday [Leave Balances](#) via the Employee Dashboard starting 02/23/2020.

## Compensatory Time

**Q: When are the final changes to Compensatory Time?**

A: On the pay period that begins 2/09/2020 (paycheck date of 3/6/2020), any balances remaining in an exempt employee's Compensatory Time will be paid out in full. After the payout on the paycheck dated 3/6/2020, Compensatory Time will no longer be available to exempt employees.

**Q: How should I manage my current Compensatory Time?**

A: Employees should manage their Compensatory Time and use any hours they do not want to have paid out to them on the 3/6/2020 paycheck. As a reminder, exempt employees must utilize Compensatory time in either a full day or one-half (1/2) day increment.

**Q: Where can I find my Comp Time balance?**

A: Employees can view their [Leave Balances](#) via the Employee Dashboard.

## Veterans Holiday

**Q: Why is Veterans Holiday not included as part of Worked Holiday?**

A: Because WSU is open on Veterans Day, it is managed differently than other holidays, as many faculty and staff are required to work to support University business.

**Q: Which exempt employees are impacted by this change?**

A: All benefit eligible exempt employees excluding 9/10 month faculty.

**Q: Why does this change not apply to 9/10 month faculty?**

A: 9/10 month faculty do not receive Veterans holiday hours.

**Q: What will change with Veterans Holiday?**

A: WSU will continue to have a Veteran's Holiday for exempt employees however, on the pay period that begins 2/09/2020 (paycheck date of 3/6/2020), any balances remaining in an exempt employee's Veterans Holiday will be paid out in full.

**Q: Will hours in Veterans Holiday be paid out upon separation or retirement?**

A: Starting with the pay period that begins on 2/23/2020, new hours earned in Veterans Holiday will no longer be paid out upon separation, retirement, or if an employee moves to a non-exempt position.

**Q: Is there a time during the year in which I need to have used the hours in my Veterans Holiday?**

A: Starting with the Veterans Holiday in November 2020, any balances will be cleared or decremented to zero (0) on an annual basis at the end of the fiscal year (June). Employees are

encouraged to use any hours in their Veterans Holiday promptly to ensure they receive the benefit of being afforded time off in the future.

**Q: How should I manage my current Veterans Holiday?**

A: Employees should manage their Veterans Holiday and use any hours they do not want to have paid out to them on the 3/6/2020 paycheck.

**Q: What if I am required to work on the upcoming Veterans Holiday (11/11/2019)?**

A: Hours will be placed in Veterans Holiday prior to the holiday. If an employee works the holiday, they will do nothing with their Leave Report and the Veterans Holiday hours will remain available for them to use for time off in the future. If an employee does not work on the Holiday, they will record Veterans Holiday on their Leave Report using the leave code of Veterans Day Exempt.

**Q: Where can I find my Veterans Holiday balance?**

A: Employees can view their [Leave Balances](#) via the Employee Dashboard.

**General Questions**

**Q: Is the Kansas Board of Regents or the State of Kansas mandating that WSU make these changes?**

A: No, WSU is making changes to align to KBOR policy, as well as the Fair Labor Standards Act.

**Q: If I have a question that is not covered in this FAQ document, whom do I contact?**

A: If an employee has a question not covered in this FAQ document, please e-mail HR at [HR.ServiceCenter@wichita.edu](mailto:HR.ServiceCenter@wichita.edu)

**Q: If I have a question about how to complete my leave report, whom do I contact?**

A: If an employee has a question regarding how to complete their leave report, please e-mail the Financial Operations Payroll team at [timekeeping@wichita.edu](mailto:timekeeping@wichita.edu)

**Q: If I have question regarding any of the hours or balances in my leave categories, whom do I contact?**

A: If an employee has a question regarding any hours or balances in their leave categories, please e-mail the Financial Operations Payroll team at [timekeeping@wichita.edu](mailto:timekeeping@wichita.edu)