Exempt monthly paid staff must report PTO in 1/2 day increments:

All exempt staff must report paid time off in half day increments. This does not apply to non-exempt employees.

Per the UMHC Paid Time Off Program policy

O. Reporting Attendance and Absence:
   1. Non-exempt staff record time worked and absences from the normal work schedule to the nearest 1/10 of an hour.
   2. Exempt staff record absences from the normal work schedule in half-day increments. Absences of less than a half day are not reported. Each half-day stands alone. Short absences (i.e. 1 hour) are not to be accumulated for consolidation and reporting at some later time.

To determine the amount of exception time you should report:
   1. Take the number of hours worked on the day and round that number up to the nearest half day
      a. This is your total REG hours
      b. The rest, if any, will be the exception time such as PTO

- **Example 1:**
  8 hour a day exempt employee leaves work early by two hours

  Employee worked 6 hours, round up to the nearest half day is 8 hours. No exception time is reported this day.

- **Example 2:**
  8 hour a day exempt employee comes in and leaves 6 hours early.

  Employee works 2 hours; round up to the nearest half day is 4 hours which is then reported as REG. The other 4 hours are reported as exception time such as PTO or Funeral time.

- **Example 3:**
  10 hour a day exempt employee comes in late by 3 hours.

  Employee worked 7 hours, round up to the nearest half day is 10 hours. No exception time is reported this day.