

Sample Work Rules

Note: Items in **boldface type** are directly from Human Resources policy(ies).

LEAVE

- **Personal leave may be used for vacation, personal business, and illness requiring an absence of one day or less.** Requests for personal leave of one day or less must be approved 48 hours in advance by the appropriate supervisor. Requests for personal leave of two or more days must be approved 72 hours in advance.
- To request leave, employees should complete, sign, and submit to their supervisor an Application for Leave form. Leave may be denied if proper advance notification is not given, **or if the granting of such leave would unduly disrupt the effective functioning of the unit.**
- Employees are required to submit an Application for Leave form on the work day following their return from personal or medical leave if that leave was not pre-approved, such as for an unexpected illness.
- **Accrued compensatory time must be used before personal leave when leave is requested.**
- **If employees are absent from work more than one day due to illness, the employees may choose to use either major medical leave or compensatory time off.**
- **Employees who are absent from work for 32 hours due to illness must submit a medical certification form with the leave form.**
- The supervisor or unit head may ask for a medical certification for illness of any length.
- **Employees may not be granted personal leave with pay in an amount greater than earned or accumulated.**

HOURS WORKED

- **Federal law requires that employers maintain accurate records of hours worked for all employees who work in non-exempt positions on a full- or part-time basis. For all wage or monthly paid employees who occupy non-exempt positions on a full-or part-time basis, a record must be maintained of total hours worked...**

- **The time report must accurately reflect time worked on an hour-for-hour basis.**
- **The complete form must be signed by the employee and the supervisor or unit head.**

COMPENSATORY TIME

- Non-EXEMPT employees will not be allowed to work more than eight hours per day, or forty hours per work week, without prior approval of the immediate supervisor or unit head.
- Non-exempt employees will not be permitted to work any period of time before or after scheduled starting or quitting times (including the lunch hour) for the purpose of making up time lost because of tardiness, unauthorized absence, authorized absence, or any other reason if the result will be that the employee works more than 40 hours during the work week, without preapproval by the supervisor or unit head.
- Requests for use of one day or less of compensatory time must be approved 48 hours in advance by the appropriate supervisor. Requests for use of two or more days of compensatory time must be approved 72 hours in advance. Leave may be denied if proper advance notification is not given, **or if the granting of such leave would unduly disrupt the effective functioning of the unit.**

ATTENDANCE

- Employees should notify their supervisor as far in advance as possible whenever they are unable to report for work, know they will be later, or must leave early. The notice should include a reason for the absence and an indication of when the employee can be expected to report for work. Employees should contact:

Name	Phone Number
1	
2	
3	

The Human Resources Generalists are available to assist MSU departments.

Phone: 662 325-3713