

Redesigned Exempt USPS Classification

Below is a comprehensive list of the changes that **exempt** USPS employees can expect effective 09/02/2011:

	Prior to 09/02/2011	Effective 09/02/2011
Administrative Leave (for bereavement)	Exempt USPS employees were allowed 2 days of administrative leave for bereavement of an immediate family member.	Exempt USPS employees shall request to use sick or annual leave.
Annual Leave Accrual	Based on years of service 0 – 4 years = 4 hours 5 – 9 years = 5 hours 10+ years = 6 hours	6.77 hours Prorated on 80 hours per biweekly pay period.
Annual Leave Calendar Year Maximum	240 hours Excess hours rolled into sick leave balance	352 hours Excess hours roll into sick leave balance
Excess Hours Worked Above 40 per Workweek	Paid or accrued regular compensatory time (hour for hour).	No hours reported or paid for time worked above 40 hours in the workweek.
Leave & Pay Exception Report	Exceptions for leave usage and time worked above 40 were recorded on this document.	Only exceptions for leave usage are recorded on this document.
Personal Holiday	Exempt USPS employees were granted 8 hours (prorated according to FTE) per fiscal year.	No personal holiday.
Regular Compensatory Time or Pay	Exempt USPS employees received regular compensatory time or pay (hour for hour) for hours physically worked above 40 during a workweek.	Exempt USPS employees can be paid a maximum of 40 hours worked per workweek (no comp or pay for time totaling above 40 hours during the workweek).
Sick Leave	4.00 hours Prorated on 80 hours per biweekly pay period.	4.00 hours Prorated on 80 hours per biweekly pay period.
Special Compensatory Time	Exempt USPS employees received special compensatory time or pay for hours above a 40 hour workweek, that were not physically worked (usually in workweeks that contain a holiday)	Exempt USPS employees can be paid a maximum of 40 hours worked per workweek (no comp or pay for time totaling above 40 hours during the workweek).
Timesheet	Exempt USPS employees recorded the total hours worked per day to sum the time for the workweek.	Exempt USPS employees do not complete a Timesheet.

Deadlines to Consider:

Exempt USPS employees should utilize available Compensatory Time leave balances (Regular or Special) prior to 06/30/2012. Prior to using annual leave for vacation, supervisors should approve the use of compensatory time. The hours should be documented on the LAPER and the departmental payroll processor should record the leave usage in the payroll system.

Exempt USPS employees may request a payout of the hours (as opposed to taking the time off). The Request for Compensatory Leave Payout Form should be completed in those instances. Once the form is completed with the appropriate signatures, the form should be sent to Human Resources for processing (this will occur from September 2011 through June 2012).

Should a balance of Compensatory Leave Hours exist in June 2012, HR Payroll Services will automatically process a payout to the employee.

Exempt USPS employees must use their available Personal Holiday leave balance prior to 06/30/2012, or risk forfeiture.

If you feel that you are misclassified as an exempt employee, please contact the compensation section at 407-823-2771 or comp@ucf.edu to request a review of your position. If there are any questions regarding the information in this document, please contact HR Payroll Services at payroll@ucf.edu.