

LEAVE AND PAY EXCEPTIONS REPORT

All Non-Exempt employees must submit a Leave and Pay Exceptions Report (LAPER) when they work **more** than their scheduled work hours. All Overtime Pay (OVT) and Excess Pay (EXC) must be documented on the LAPER.

All Non-Exempt employees must submit a LAPER when they work **less** than their scheduled hours. All leave **used** must be documented on the LAPER.

All A&P Exempt, Faculty, and USPS Exempt employees must submit a LAPER when they work **less** than their scheduled hours. All leave **used** must be documented on the LAPER.

All Leave Without Pay (LWO) must be documented on the LAPER.

NOTES:

Employees may not use leave during the same pay period in which it is earned. Leave earned during a pay period is not available for use until Friday, the beginning of the next pay period.

Employees may not use more leave than their available balance for each type of leave.

Leave usage must be rounded to the nearest quarter hour (15 minutes), using the following rounding chart:

<u>Minutes</u>	<u>Quarter of Hour</u>
00-07	.00
08-22	.25
23-37	.50
38-52	.75
53-60	1.00