

Rules for Partial Day Time Off Requests

An exempt employee has an assigned schedule with an automatically generated lunch time of either 30 or 60 minutes. In a normal day, the lunch is automatically deducted once the 8-hour employee has worked for 4:01 hours. If the exempt employee takes a partial day of leave, the following rules apply:

1. If an 8-hour employee submits a time off request and the start time of the request allows for the employee to work at least 4:01 hours in the morning or afternoon portion of his shift, the lunch will be automatically deducted. For example, if his schedule is 8am – 5pm and the start time of the request is 12:15pm, he would work at least 4:01 hours before the leave start time. His lunch will be automatically deducted.
2. However, if the start time of the request results in fewer than 4:01 worked hours in the morning and fewer than 4:01 worked hours in the afternoon, the lunch will not be automatically deducted. **This scenario always requires manual intervention from the employee’s manager.** See the example below.

NOTE: The lunch will auto-deduct for a 9-hour or 10-hour exempt employee as below:

- A 9-hour employee’s lunch will be auto-deducted at 4:31 hours.
- A 10-hour employee’s lunch will be auto-deducted at 5:01 hours.

Midday Time Off Request Example

The employee’s approved request was for 2 hours of annual leave with a start time of 11am. Since the employee’s morning and afternoon shifts are both fewer than 4:01 hours, the lunch was not automatically deducted. The timecard now reflects 9 total hours for the day instead of 8.

Date	Pay Code	Amount	In	Out	Transfer	In	Out	Transfer	Shift	Daily
Tue 7/31			8:00AM	11:00AM					3:00	
	ANNUAL LEAVE TAKEN	2:00	11:00AM							
			1:00PM	5:00PM					4:00	9:00

In this scenario, the **manager** may manually change the 1pm in punch to 2pm (provided this was the actual lunch time). This deducts the employee’s lunch hour and corrects the total time for the day to 8 hours.

NOTE: The comment **Time Off Request Adjustment** may be added to the modified punch.

Date	Pay Code	Amount	In	Out	Transfer	In	Out	Transfer	Shift	Daily
Tue 7/31	ANNUAL LEAVE TAKEN	2:00								
			8:00AM	11:00AM					3:00	
			2:00PM	5:00PM					3:00	8:00
Time Off Request Adjustment										

The schedule may also be changed to reflect the lunch time. Select **Go To>Schedule Editor** and modify the employee’s morning or afternoon schedule.

8:00AM - 11:00AM
ANNUAL LEAVE TAKEN 2:00
2:00PM - 5:00PM

Lunch Time Included in the Time Off Request

Requests should be submitted only for the number of hours of actual leave taken. Lunch time should not be included. However, if the lunch time was erroneously included in the time off request, the best option is to have the employee cancel and resubmit the request for the correct number of hours. See the **Time Off Requests** job aid for employees on the **eSTART Online Resources** website for instructions on cancelling the request.

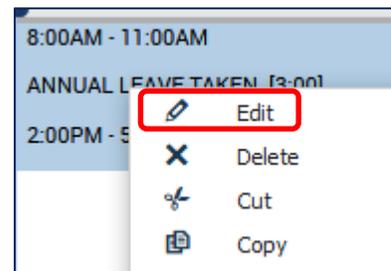
Reminder: The manager must approve the cancelled request.

Another option is to manually change the number of hours of the request using **Schedule Editor**. The schedule will also need to be edited to account for the lunch time.

		8:00AM	11:00AM		3:00	
ANNUAL LEAVE TAKEN	3:00	11:00AM				
		2:00PM	5:00PM		3:00	9:00

From the employee timecard, select **Go To>Schedule Editor**.

1. Select the pay code in the cell of the scheduled day.
2. Right-click and select **Edit** from the drop-down menu.
3. The **Edit Pay Code** window displays.
4. Change the **Amount** field to **2:00**. The **Pay Code** or **Start Time** of the request may also be edited here if needed.
5. Click **Apply** to return to **Schedule Editor**.
6. Save the **Schedule Editor** page.
7. Return to the timecard to verify the change.
8. Select **Refresh** to update the timecard. The leave time and total hours for the day are now correct.



Edit Pay Code ANNUAL LEAVE TAKEN

Assigned to
Exempt1, EdwardA

Effective Date: * 12/02/2015

Pay Code: * ANNUAL LEAVE TAKEN

Amount (hh:mm): * 2:00

		8:00AM	11:00AM		3:00	
ANNUAL LEAVE TAKEN	2:00	11:00AM				
		2:00PM	5:00PM		3:00	8:00

Two Leave Requests on the Same Date

If the employee submits two leave requests for the same date, the lunch will not be automatically deducted since the 4:01 worked time criteria was not met. **This scenario always requires manual intervention from the employee's manager.** See the example below.

In this scenario, the employee submitted a time off request for Annual Leave in the morning and Sick Leave in the afternoon. The lunch was not automatically deducted because the start times and hours of the leave caused one hour of time to remain in the timecard.

	Date	Pay Code	Amount	In	Out	Transfer	In	Out	Transfer	Shift	Daily
+ X	Wed 8/08	ANNUAL LEAVE TAKEN	4:00	8:00AM							
+ X				12:00PM	1:00PM					1:00	
+ X		SICK LEAVE TAKEN	4:00	1:00PM							9:00

To correct, the lunch hour punches must be removed from the timecard. Click the **X** on the row to remove the punches or go to **Schedule Editor** and delete the shift segment.

	Date	Pay Code	Amount	In	Out	Transfer	In	Out	Transfer	Shift	Daily
+ X	Wed 8/08	ANNUAL LEAVE TAKEN	4:00								
+ X		SICK LEAVE TAKEN	4:00								8:00

Lunch Deducted Twice

If the employee takes a short leave in the middle of the day or is assigned to a longer schedule, such as 9 or 10 hours, the lunch can sometimes be deducted twice, depending on the length and start time of the leave. **This scenario always requires manual intervention from the employee's manager.** See the example below.

In this scenario, the employee submitted a time off request for 15 minutes of Annual Leave starting at 12:15pm. He is assigned to a 8-hour schedule from 8am to 5pm. The lunch was deducted twice because the start time of the leave allowed a shift of more than 4:00 worked time in both the morning and the afternoon shifts.

Tue 7/31			8:00AM	12:15PM					3:15	
	ANNUAL LEAVE TAKEN	0:15	12:15PM							
			12:30PM	5:00PM					3:30	7:00

To correct, one of the meal deductions must be cancelled.

- Right-click on either the **8am** or **12:30pm** punch in the timecard.
- Choose **Edit** from the **Punch Actions** window.
- Open the **Cancel Meal Deduction** drop-down and choose the employee's lunch length.
- Click **OK** and **Save** the timecard.

NOTE: If an incorrect lunch length is selected, the meal deduction will not be cancelled.

Punch

Date: 7/31/2018

Time (h:mma) * 12:30PM

Rounded Time: 7/31/2018 12:30PM GMT-05:00

Override:

Time Zone: (GMT-06:00) Central Time (USA, Canada)

Cancel Deduction: 60 MINUTE AUTO LUNCH

Exceptions:

Comments:

Cancel OK

The meal deduction for the shift is cancelled and the total hours for the day are now correct. A red exception indicator for **Cancel Deduction** is added to the punch.

NOTE: The comment **Time Off Request Adjustment** may also be added.

Tue 7/31	ANNUAL LEAVE TAKEN	0:15								
			8:00AM	12:15PM					3:15	
			 12:30PM	5:00PM					4:30	8:00
Wed 8/01			Time Off Request Adjustment							