

# MENNONITE VILLAGE POLICY & PROCEDURE

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TITLE: Exempt Pay Policy

PROCEDURE NO: HR 500.14

REPLACES: New

DATE: \_\_\_\_\_

PREPARED BY: Kristen Gregory

DATE: December 2019

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## PURPOSE:

To ensure accordance with the Fair Labor Standards Act regulations and consistent internal pay practices.

## POLICY:

Exempt employees normally must receive their full salary for any week in which they perform any work, without regard to the number of days or hours worked. However, exempt employees need not be paid for any workweek in which they perform *no* work at all for the organization.

Deductions from pay cannot be made as a result of absences due to the circumstances below:

- Jury duty
- Attendance as a witness
- Temporary military leave
- Absences caused by the employer
- Absences caused by the operating requirements of the business
- Partial day amounts other than those specifically discussed below

Exceptions to the requirement to pay exempt employees on a salary basis are listed below. In these cases deductions may be permissible as long as they are consistent with other company policies and practices:

- Absences of one or more full days for personal reasons (i.e. vacation, holiday)
- Absences for an approved medical leave (FMLA/OFLA).
- Unpaid disciplinary suspension of one or more full days.
- Deductions for the first and last week of employment, when only part of the week is worked by the employee.

## PROCEDURE:

An Employee Request form should be completed for all personal days off, including any Holiday that falls within the employee work schedule, and submitted to their Manager for signature. It is up to the employees Manager to approve any time off with pay for extra hours worked during the work week or any other full day worked in addition to the normal work schedule.