Adjusting hours taken for exempt leave requests

For 12-month exempt employees who take their leave in full-day increments, the supervisor may need to adjust the number of hours taken in certain scenarios, including the following:

- A half-day holiday is granted
- The building is closed for some portion of the day

1. In the upper-left corner of the Manage My Department page, click on the magnifying glass icon to display a list of all employees who report to you.
2. Select the employee’s name by clicking on it, and then click on the Go To command and select Schedules from the dropdown menu.

![Image of the Manage My Department page with the magnifying glass icon and Schedules selected]

3. When the employee’s schedule opens, use the Context Selector and Select Dates commands in the upper-right corner to navigate to the correct week, if necessary.
4. Once the correct week appears, you should see the leave displayed on the appropriate day(s).

![Image of an employee's schedule with the date Wed 11/27 and an annual cascade entry]

5. Right-click on the leave information and select Edit from the shortcut menu.
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6. In the **Edit Pay Code** window, click into the **Amount** field, enter the number of leave hours that the employee now needs to use, and then click on the **Apply** command.

![Edit Pay Code Annual Cascade](image)

**Note:** the number of hours the employee ends up needing to use will vary depending on the circumstances. For example:
- Half-day holiday granted: the employee uses whatever constitutes half of a full day.
- Three hours of building closure leave: decrease the employee’s full day amount by three hours.

7. The **Edit Pay Code** window closes and the schedule page now reflects the edited amount of leave.

![By Employee](image)

8. Because you have changed the employee’s scheduling by editing the leave code, you must click on the **Save** command to complete the process.

9. To double-check your work, click on the **Go To** command and select **Timecards**. The employee’s timecard opens for that pay period, and you can verify that the change displays.