

EXAMPLE 03A:	Vacation Leave Offset by Additional Hours Worked
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- Employee (full-time permanent) regularly scheduled Mon-Fri (8am-5pm) with a one-hour lunch.
- Employee was approved for a vacation all day Friday.
- Employee works an extra hour on Mon, Tue, and Wed, resulting in 35 hours worked.
- Employee only needs to use 5 hours of vacation leave on Friday in order to get to a total of 40 hours for the work week.
- (It would not matter on which day of the week the vacation was scheduled.)

TIM SYSTEM:

DAY	Pay Code	Paid Hrs Not Worked	IN	OUT	IN	OUT	Hours Worked	Cumul. Hrs.	On-Call Hrs	
MON			8a	12p	1p	6p	9.0	9.0		
TUE			8a	12p	1p	6p	9.0	18.0		
WED			8a	12p	1p	6p	9.0	27.0		
THU			8a	12p	1p	5p	8.0	35.0		
FRI	Vac	5.0						40.0		
SAT										
SUN										
TOTALS:		5.0					35.0	40.0	-	
Total Pay Hours Worked:			35.0				AW ETO:	-	CTO:	-
Total Pay Hrs (not worked):			5.0				H.Prem:	-	TTO:	-
Hrs Eligible for OT Pay:			-				Hol ETO:	-	OCTO:	-

EXAMPLE 03B:	Multiple Leave Usage Offset by Additional Hours Worked
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- Employee regularly scheduled Mon-Fri (8am-5pm) with one-hour lunch.
- Employee had a Dr. appt on Tuesday morning and arrived at 11:00 am, working through lunch.
- Employee took early lunch Wednesday at 11, then spent 3 hrs in the afternoon (starting at 2 pm) for Community Service Leave.
- Worked Thursday evening for 3 additional hours to finish a report for Friday.
- Because the employee worked 38 hours, only 2 hours of leave are needed to make a total of 40 hrs.
- Apply eligible Community Service Leave before applying eligible Sick Leave.

TIM SYSTEM:

DAY	Pay Code	Paid Hrs Not Worked	IN	OUT	IN	OUT	Hours Worked	Cumul. Hrs.	On-Call Hrs
MON			8a	12p	1p	5p	8.0	8.0	
TUE			11a	5p			6.0	14.0	
WED			8a	11a	12p	2p	5.0	19.0	
	CSL-A	2.0						21.0	
THU			8a	12p	1p	8p	11.0	32.0	
FRI			8a	12p	1p	5p	8.0	40.0	
TOTALS:		2.0					38.0	40.0	-
Total Pay Hours Worked:			38.0			AW ETO:	-	CTO:	-
Total Pay Hrs (not worked):			2.0			H.Prem:	-	TTO:	-
Hrs Eligible for OT Pay:			-			Hol ETO:	-	OCTO:	-

EXAMPLE 03C:	Priority Use of Available Leave
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- Employee regularly schedule Mon-Fri (8am-5pm) with one-hour lunch.
- Employee's leave balances: 100 hrs vacation, 120 hrs sick, and 10 hours of comp time off (CTO).
- Employee approved for a vacation day on Tuesday.
- Employee calls in sick on Thursday.
- Employee works 2 additional hours on Friday.
- Employee actually worked 26 hours, so only needs to use 14 hours of leave for the absences.
- Apply all 10 hrs of CTO before applying other available leave.
- Employee may apply either sick or vacation leave (or combination) for the remaining 4 hours.
- See "Determining Time Worked" policy for detailed information on priority use of Leave/PTO.

TIM SYSTEM:

DAY	Pay Code	Paid Hrs Not Worked	IN	OUT	IN	OUT	Hours Worked	Cumul. Hrs.	On-Call Hrs
MON			8a	12p	1p	5p	8.0	8.0	
TUE	CTO	8.0						16.0	
WED			8a	12p	1p	5p	8.0	24.0	
THU	CTO	2.0						26.0	
THU	Sick	4.0						30.0	
FRI			7a	12p	1p	6p	10.0	40.0	
TOTALS:		14.0					26.0	40.0	-
Total Pay Hours Worked:			26.0			AW ETO:	-	CTO:	-
Total Pay Hrs (not worked):			14.0			H.Prem:	-	TTO:	-
Hrs Eligible for OT Pay:			-			Hol ETO:	-	OCTO:	-