Exempt Time Off Clarification

2025-12-02 - Chris Tondini - Timekeeping

Annual updates were published to the Staff Handbook today, including clarification on how time off (vacation, sick, personal floating holidays) should be recorded in the timekeeping system for **exempt staff employees**.

> Time off for exempt staff members should be recorded in half-day or full-day increments. For full-time exempt staff, a half-day is 3.75 hours and a full-day is 7.5 hours. For part-time exempt staff, half-day and full-day should be calculated based on their standard weekly hours.
>
> With manager approval, time off may be recorded in smaller increments of one hour or more, but never less than one hour.

As a reminder, non-exempt employees should log time off using the exact increment that was taken.

To view the entire staff handbook, including a list of other updates available in this year's version, please visit: https://hr.northwestern.edu/essentials/policies-procedures/staff-handbook.html.