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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>.