

THE GALION CITY HEALTH DEPARTMENT  
PERSONNEL POLICY AND PROCEDURE MANUAL

EXEMPT EMPLOYEES

SECTION 4.08  
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**A. POLICY**

1. Salaried employees determined to be exempt from the overtime requirements of the FLSA shall not be eligible for overtime pay or compensatory time as defined in the FLSA. Such employees shall not receive a reduction in pay for absences of less than one (1) day. Such employees are, however, required to follow the procedures for requesting paid leave hereunder, and all pre-scheduled vacation and sick leave of one (1) day or more shall be deducted from the employee's accumulated sick leave or vacation leave balances.
2. **Public Accountability:** *For purposes of public accountability, exempt employees may be required to maintain a record of the hours they work and any paid leave utilized.<sup>6</sup>*

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<sup>6</sup> Consistent with City PPM.