

## 4.5 Salaried Employee Exception Time Tracking

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1. **Purpose** - While salaried employees receive their salary without reference to time worked, it is still important for salaried employees to keep track of time away from work. Recording in Workday time away from work (i.e. PTO or other paid or unpaid leave) will allow proper tracking of paid leave balances for every salaried employee. Salaried employees should record PTO in full day increments. Further, several states and localities require that available paid time off be communicated regularly to employees. This process allows us to be compliant by having that information on pay statements with each paycheck.
2. **Scope** – This applies to all employees of The Heritage Group Family of Companies paid by reference to an annual salary. These employees are also referred to as exempt employees.