

**How do you handle call-ins for weather or illness for office salary employees?**

**We have a policy for our hourly production employees, but how do you handle salary employees? I realize as salary employees we cannot dock their pay, which isn't what I am asking.**

**If a salary employee calls in due to weather, are they required to use PTO time? What if they are sick, or their child is sick? We have a PTO time policy (all days lumped into one).**

**The process that I inherited when I started, was undocumented, but basically that if a salary employee called in sick or did not come in due to bad weather, that they did not have to use PTO time because they would have to make up their work to catch back up. This works great for some of our employees because they will work additional hours or take work home to catch up. However, we probably all have some employees who will just catch up when they catch up and not put in the extra effort or time.**

**I am not quite sure that we actually have an issue, and it is not abused, but I am just wondering if we need to define this a little better than it is now. We have some employees who live 10-20 minutes away, so they will make it in during bad weather, but some of us live 40-60 minutes away in a rural area and may not be able to make it in.**

*Summary: 21 responses. 8 said they require PTO/vacation/sick day be used. 8 said they don't. 4 didn't specify. 1 had moved most of their staff to hourly.*

*Editor's note: My impression is if they were an HR manager they were more likely to say use PTO. But, there were some owners who said that, too. Many of the people who don't require staff taking PTO mentioned the staff's ability to work remotely or work during off-hours. I didn't get the impression that the size of the company factored into whether PTO was required.*

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**We do require our exempt employees to use PTO if they have it available for any reason they call in to work.**

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**If a salaried person misses work for any reason they must use vacation or sick days to cover that time.**

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**We have the same issue. We do not require the salaried employee to take PTO. They normally work from home, answer phone calls and emails. They are very good at being accessible. We have one employee who is not as accessible and does minimal work while out. We are addressing the issue with the individual. Most of our salaried workers are very fair, we don't want to punish them because of the one misusing the policy.**

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It seems we have this same situation in our company. I, too, would like to know how others handle these call ins.

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Great question, I can't wait to see how others handle.

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We do require salaried employees to use vacation or personal time, if they miss a full day and have it available. If they do not have it available, we do note the absence and reason for it and it may impact their next evaluation.

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If nothing else, these answers will refresh everyone's memories of their policies.

What you described in your question was almost the identical conversation we have at least once every other year, or when a new salaried employee is being hired.

And our answers are almost identical. As a salaried exempt employee, you are required to do your job. If you need more time to do so, then so be it. If you can leave early one day because you have completed your work, so be it. No matter what the reason, salaried employees are usually connected to their positions 24 hours a day with phones and computers. Discipline and counseling would need to be used if they are not completing their job tasks.

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It goes something like this with me...

I do not penalize the salaried folks for occasional weather, sickness and the like.

Often they work Saturdays through the course of the year (which may be many or few) they stay late or come in early to meet the needs of "whatever is required" (without being asked of them)

Often taking phone calls (at home) during the evening/night (or vacation) to answer questions.

They may need to come-in to the plant during the evening/night if there are technical issues that need to be addressed.

They generally arrive early most mornings and immediately attend to business needs.

They may work on a spreadsheet or something business related while at home.

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We have the same issue. We made everyone except sales and management hourly. We know that we may be paying more in OT but we are ok with that and feel it is fair. Time away is not paid unless PTO is approved. All unexpected time off, regardless if allowed in the handbook as a personal day or not, is documented and reviewed annually as part of the performance review. With a year of data it is usually easy to see if there are trends like Fridays or Mondays or if it was isolated. Our core values include teamwork and accountability. We do our best to associate any recognition whether it be complimentary or constructive to a core value. It is pretty tough on the team if you don't show up on time and contribute as expected. If everyone happens to do that on the same day we have a big problem, the least of all being making up the work.

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If you are out for the day you must use 1 PTO day.

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We have a handbook for our salaried employees. If they show up for any portion of the day they will be paid. If they miss an entire day; they can use a sick day (we allow two per year for salaried employees) or they can use a vacation day. If they no longer have any available sick days or vacation days they will not be paid for the day.

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We have the same issue and are interested in what you find out.

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This has not been an issue with our salaried staff. Also, our salaried staff can access their email remotely and some have their office extensions tied to their cell phones so some work could be done offsite.

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Our PTO plan includes all sick, personal and vacation time. If the facility is open and an employee is out for the day, it doesn't matter for what reason, they are required to use PTO.

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I do not think the actual reason someone misses time at work is pertinent to the policy. We also have PTO, which is to be used in half-day or full-day increments. Salaried employees, who are unable to arrive to the office for any reason, should use PTO in those cases. It is too subjective and/or time consuming to know who is making up their lost time.

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If a person on salary does not show up for work, no matter what the reason, vacation time must be used.

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Many of our employees in the salaried group have the ability to work remotely, so it's typically not an issue. However, we apply PTO to salaried employees who are unable to work any full days. If they are sick and unable to work any portion of the day, again PTO would be applied. If PTO is exhausted, we need to confirm that they have not worked any portion of the day before docking.

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We do require our salary employees to use paid time off. We have 6 personal each year in addition to our vacation time.

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Salaried employees that call in for a whole shift need to use either PTO or Vacation to be paid for the shift.

We have, in the past, let salaried employees work a Saturday to "make-up" the time and then do not dock them. Depends on workloads in the department.

If Salaried employees show for part of their shift they are paid for the whole day.

If the whole company closes for any reason whether planned or unplanned we pay salaried employees for the day.

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We also have a PTO policy and all our salary people have laptops so if they are ill or we have bad weather we could have them work at home. If it was abused we would address it individually. If someone has a young sick child, we would expect that they would take PTO for at least part or all of the day depending on how much work they actually think they were able to accomplish. Managers manage their teams for all of this.

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I'll be happy to see responses.

We have salaried that do abuse time off. We have PTO that we used to call Vacations. Never had sick days etc. Now considering adding PPT Personal Paid time off which would be limited to a # of hours per year. Maybe 24 hrs

What's a fair amount of hours to allow salaried to be off for court, sick child, etc. Some of our salaried don't even put in 40hrs/wk due to tardiness and abusing the system.

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