



OMF POLICY: Working Environment

3.03 Partial-day Absences for Non-represented Employees

Employees will obtain advance supervisory approval for any partial-day absence. Supervisors will balance the need for consistent treatment of employees with the needs of the organization when considering approval of partial-day absences. Supervisors will consult with their Human Resources Business Partner as needed to apply the Human Resources Administrative Rule to non-represented employees who are exempt from the Fair Labor Standards Act (FLSA). Not all non-represented positions are FLSA-exempt; this information is in the classification specifications.

Occasional and non-recurring partial-day absences are referred to as partial-day absences. Recurring absences are not partial-day absences and will be governed by the rules regarding Flexible Work Schedules.

Reference [HR 8.03](#).