



Minot State University

Policy Manual

Rounding Procedures for Work Hours and Leave

1. The intent of this policy is to establish rounding procedures for calculations of work hours and leave. It applies to all non-exempt employees and exempt employees who accrue annual and sick leave. With the exception of the first 7 minutes, time periods will be rounded to the nearest tenth of an hour according to the following schedule:

| <u>Minutes</u> | <u>Hour Value</u> |
|----------------|-------------------|
| :08 | 0.1 |
| :09 - :14 | 0.2 |
| :15 - :20 | 0.3 |
| :21 - :26 | 0.4 |
| :27 - :32 | 0.5 |
| :33 - :38 | 0.6 |
| :39 - :44 | 0.7 |
| :45 - :50 | 0.8 |
| :51 - :56 | 0.9 |
| :57 - :59 | 1.0 |

The first 7 minutes will be rounded to 0.0.

2. For non-exempt employees using the (TLAB) Time, Labor, Absence Management System, actual times recorded in the system will be used to calculate total hours worked per week. The total time worked for each week will be rounded as in #1.
3. For non-exempt employees paid with salary, overtime hours for each week as recorded on TLAB will be rounded as in #1.

For all employees reporting leave, each period of leave will be rounded as in #1.