

Safe Harbor Policy

(Salary Deductions for Exempt Employees)

It is Carnegie Mellon University's intent 1) to pay all employees qualifying as **exempt** under the current provisions of the Fair Labor Standards Act ("FLSA") on a salary basis, 2) to prohibit improper deductions from the salary of FLSA exempt employees, and 3) to correct any improper deductions.

An employee qualifying as **exempt** under the provisions of the FLSA will receive his or her full salary for any week in which the employee performs any work, regardless of the number of days or hours worked except as follows:

1. If an employee is absent from work for a full day or more for personal reasons other than sickness or disability;
2. If the employee is absent from work for a full day or more for sickness or disability as long as the deduction is made in accordance with a *bona fide* plan, policy or practice of providing compensation for loss of salary caused by sickness or disability;
3. As a penalty imposed in good faith for violations of major safety rules;
4. As a disciplinary suspension of one or more full days imposed in good faith for violations of workplace conduct rules;
5. For time not worked during an employee's initial or terminal week of employment; and
6. For unpaid leave taken under the Family and Medical Leave Act.

If, at any time, Carnegie Mellon inadvertently but improperly deducted pay for time not worked from an exempt employee, it is Carnegie Mellon's intent to fully reimburse that employee in a timely manner.

If you believe your salary has been subjected to an improper deduction, please contact HR Services at 412-268-3386. The matter will be reviewed and steps will be taken if and as necessary to provide reimbursement.