Procedure: University Leave

Purpose: Provide paid time off for illnesses, vacations, and personal reasons.

Eligibility: Full and part-time (20 – 40 hours per week) salaried University Staff – Executive and Senior Administrative Staff, Managerial and Professional, and Operational and Administrative, and University Law Officers

Important: Employees hire effective July 1, 2006 and after are considered University Staff (excluding Faculty appointments). University Leave is allotted at the beginning of each new plan year (begins with the first day of the pay period which includes January 1 (known as Pay Period 1) and ends on the last day of the pay period preceding Pay Period 1 of the following year).

Requesting Leave:

Non-exempt University Staff will track leave in 15 minute increments. Exempt University Staff do not need to track leave taken in increments less than 4 hours (half days). Part-time exempt University Staff and exempt University Staff working an alternate work schedule do not need to charge leave if working more than one-half of their daily work schedules.

Employee’s responsibility:

• Inform supervisor according to departmental procedures of request for University Leave (as far in advance as possible)
• If the absence is for illness, inform supervisor daily according to departmental procedure of status
• Inform supervisor of any change of plans that affect the leave request
• Provide verification of illness if required by department

Supervisor’s/Department’s responsibility:

• Approve the use of University Leave
• Give prior notification to employee if verification is needed for an illness
• Have employee, timekeeper, supervisor, or designated representative enter leave on the on-line timecard by selecting the leave type – University Leave
• Make corrections by submitting a paper timesheet to the UHR Leave Center

UHR’s responsibility:

• Provide information and counseling regarding University Leave to employee and department
• Verify and ensure the appropriateness of supporting documentation
• Ensure that time and leave are entered appropriately

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