Program Objectives

• Review types of leave available to classified and administrative staff
• Review time sheet processing
• Understand supervisor’s responsibility for approval and compliance
LEAVE

start something big

Updated July 2013
Types of Leave

- Vacation Leave (also known as annual leave)
- Sick Leave
- Compensatory Time
- Shared Leave
- Family Medical Leave
- Child Care Emergencies
- Bereavement Leave
- Jury and Witness Leave
Types of Leave

• Military Leave
• Union Leave
• Leave Without Pay
• Leave of Absence
• Other Leaves
• Holidays & Personal Holiday
Vacation Leave

- Earned by classified and administrative staff
- Can be used for a variety of purposes
- Earned at the end of each **eligible** month and cannot be used before it is earned
- Available for use after six months of employment for classified, no waiting period for exempt
- Carries from state employer to state employer provided no break in service
- Must be requested in advance of use (requests are kept in department files for three years)
Vacation Leave

• Accrual/Use Limits:
  – Classified Employees:
    • Earned at 8 hours per month (to start) with periodic increases until 14.67 hours is reached (16th year of employment)
    • No maximum on usage per year
    • Maximum accrual of 240
      – Overages must be used by first day of leave accrual month
      – President/VP approved exceptions
  – Administrative Employees:
    • Earned at 14.67 hours per month; no maximum accrual
    • Limited to 480 hours (60 days) of vacation leave per fiscal year
Vacation Leave

- **Cash Out**
  - **Classified Employees:**
    - Upon separation unless transferring to other state agency without break in service
  - **Administrative Employees:**
    - Upon separation, up to 480 hours (60 days) unless transferring to other state agency without break in service

- **Scheduling for classified employees:**
  - Seven day approval/denial requirement
  - Seniority
  - April 1 deadline
  - Canceling after approval
Sick Leave

• Earned by classified and administrative staff
• Can be used for:
  – Disability/illness
  – Period of quarantine
  – Care for a child, spouse, registered domestic partner, parent, parent-in-law, or grandparent
  – Medical, dental or optical appointments
  – Bereavement/condolence leave
  – Family Medical Leave
• Sick leave cannot be taken before it is earned
Sick Leave

- Earned at the end of each **eligible** month and cannot be used before it is earned
- Earned at a rate of 8 hours per month and can be used immediately
- Exempt employees 10 hrs per month 0-2 yrs.
- 12 hrs per month > 2 years
- Carries from state employer to state employer provided no break in service (this must be negotiated for administrative employees)
Sick Leave

- Must be requested in advance for planned usages; others require notification per contract
- No maximum accrual limit
- No cash out, except for:
  - Death or Retirement, at 25%
  - January of each year if balance exceeds 480 hours
- Balances restored for former EWU classified employees rehired within three years
- Sick leave during vacation periods
Compensatory Time

• What is comp time?
  – Overtime taken as time instead of pay
  – Compensatory time is rounded to nearest ½ hour for classified employees

• Who earns comp time?
  – Regular scheduled classified employees who exceed more than 8 hours in a day
  – Alternate scheduled classified employees who exceed 10 hours in a day
  – All classified work beyond 40 hours in the work week
  – Administrative employees who are eligible for overtime and exceed 40 hours in the work week

• Comp time can be accrued up to 80 hours for classified employees

• Comp time can be cashed out by classified employee at any time
Compensatory Time

- Comp time can be cashed out by administrative employee with President/VP Approval
- Comp time not used by June 30 of each year will be cashed out for classified employees
- Comp time not used or scheduled off cashed out May 31 each year for overtime eligible exempt employees
- Comp time will be cashed out for employees moving from one department to another
- Comp time must be scheduled off in advance
Shared Leave

- EWU employees eligible for compensable leave accrual may donate leave to or receive leave from other EWU employees
- Uses for leave:
  - Employee’s own illness
  - Illness of family member requiring care
  - Military Service
- Leave that may be donated (in one hour increments with four hour minimum):
  - Vacation leave
  - Sick Leave
  - Personal Holiday
Shared Leave

Eligibility Requirements:
- Employee has exhausted all paid leave
- Employees is not receiving worker’s compensation for absence
- Limited to 522 days during state employment
- Requires application form and certification of health care provider or military orders (supervisor can complete for employee)
- Approval by Human Resource Services
Shared Leave

- Donation Requirements:
  - Vacation leave:
    - Cannot drop balance below 80 hours
    - Classified staff cannot donate if within 30 days of losing annual leave
    - Administrative staff donation is included in 480 hour maximum
  - Sick Leave:
    - Cannot drop balance below 176 hours
  - Personal Holiday:
    - Donations returned must be used in one absence
Family Medical Leave Act

• FMLA Benefits:
  – 12 work weeks of paid health insurance coverage regardless of leave availability (EWU coverage only)
  – Job is protected during leave
  – Leave can be consecutive or intermittent
  – Use of paid leave instead of unpaid leave allowed

• Reasons for FMLA:
  – Employee with a serious health condition
  – Birth, adoption, or placement of a child
  – Care for a seriously ill child, parent, or spouse
Family Medical Leave Act

Eligibility Requirements:
- Absence is greater than three days
- Must be employed for one year
- Must have **worked** 1,250 hours in year (from date of request)
- Requires application form and certification of health care provider

• Supervisor Responsibility:
- Notify Human Resources when employee has a qualifying circumstance
- Have employee contact HR for FMLA eligibility form and Certification of Health Care Provider Form
- Send completed paperwork back to Human Resources
- Fill out time sheets
Child Care Emergencies

- Unforeseen child care emergencies
- Paid or unpaid leave, provided:
  - Accrued compensatory time used before any other paid leave
  - No more than three (3) days per calendar year of accrued vacation, sick or leave of absence without pay
- Advance approval not required, but employee must notify supervisor as soon as possible and no later than start of shift
Bereavement Leave

• One day of bereavement leave shall be granted for each death of a family member or household member (employee’s spouse, child, parent, parent-in-law, sibling, grandparent, grandchild or household member)

• Bereavement leave may be extended to a maximum of three days with the approval of the supervisor (post audit by HR Services)

• Use of your own leave may be used to extend beyond the three days of bereavement leave or for condolence leave
Jury and Witness Leave

• Leave of absence with pay will be granted employees to serve on jury duty, as trial witness, or to exercise other subpoenaed civil duties

• Employees must notify their supervisors upon receipt of subpoena, keep them apprised of schedule for jury or witness leave and return to work if schedule permits

• Employees must reimburse the institution for all compensation received for such jury or witness leave, exclusive of expenses incurred
Military Leave

- Employees are entitled to 15 working days of paid military leave between October 1 and September 30 in order to report for active duty when called, or to take part in active training duty of any organized reserve or armed forces of the United States.
- Military leave is in addition to vacation and sick leave an employee is entitled to use.
- Military leave shall not result in any reduction of benefits or privileges.
- Unpaid military leave shall be granted per applicable state law.
- Employees must provide a copy of their military orders.
Union Leave

• Representational activities
  – Reasonable periods of time
  – 16 hour threshold
  – Requires notification of supervisor before performing representational activities that will take more than 15 minutes
  – Reported on time sheet as union release time

• Collective Bargaining
• Attendance at Board Meetings
Union Leave

- Union activities (meetings, training sessions, conferences and conventions)
- University Meetings
- New employee orientation
- Absent prior approval from supervisor, employees away from work for more than six minutes (de minimis) are expected to do so during break time, meal period, or outside of work hours. Union officers and stewards are expected to remind employees of this obligation
Leave Without Pay

- **Cyclic Leave Without Pay**
  - Only used for employees with less than 12 month term of appointment
  - 174 hours taken off for each month
- **Other Leave Without Pay**
  - Incidental leave that is taken without pay for any reason
  - Must be approved by supervisor
  - Affects seniority, leave accrual, probationary/trial service end and periodic increment month
Leave of Absence

• Purposes
  – Employee’s illness, disability or injury
  – Educational
  – Peace Corps, U.S. Public Health Service or public elected office
  – Other circumstances, as approved by Vice President or President

• Requests
  – Must be in writing
  – Employee must be permanent
  – Must have a bona fide intention of returning to work after leave of absence
  – Cannot interfere with operational necessity
  – Not to exceed 12 months within a five year period
Leave of Absence

- All available paid leave, including FMLA leave, must be exhausted
- Employee on medical leave of absence can use up to 32 hours at 8 hours per month to continue medical insurance
- University can cancel leave of absence if employee is using leave for purpose other than originally identified or because of exigent circumstances
- Failure to return to work at time specified will be considered abandonment
- Medical leaves require certification from physician prior to return to work
Other Types of Leave

- Inclement Weather
- Suspended Operations
Holidays

- New Year’s Day
- Martin Luther King Jr.’s Birthday
- President’s Day
- Memorial Day
- Independence Day
- Labor Day
- Veteran’s Day
- Thanksgiving Day
- Thanksgiving Holiday
- Christmas Holiday
Holidays

- The holiday schedule is approved by the Board of Trustees and is distributed by Human Resource Services
- Posted on HR web page
- LWOP before holiday can negate holiday
- Work on holiday at 1 ½ times regular pay
- Holiday on day off
Personal Holiday

• Employees earn one Personal Holiday per calendar year
• New Classified employees must work four months to accrue and use a Personal Holiday
• New Administrative employees may use their Personal Holiday right away
• Administrative employees with less than a 12 month term of appointment are ineligible for a Personal Holiday
• A Personal Holiday for the current year will be lost if not used by December 31st
TIME SHEET PROCESS
Work Week
(Monday through Sunday)

• Regular Work Schedules
  – Five consecutive and uniformly scheduled 8 hour days in a 7 day period

• Alternate Work Schedules
  – Other than five consecutive and uniform 8 hour work days in a 7 day period

• Excepted Work Week
  – Applies to positions which meet the FLSA definitions of executive, administrative, or professional employees
  – Does not include classified employees
Time sheet Instructions

- Time sheets are submitted electronically through Banner Self Service. [https://eagleapp02.ewu.edu/PRODDAD/twbkwbis.P_WWWLogin](https://eagleapp02.ewu.edu/PRODDAD/twbkwbis.P_WWWLogin)
- Required for every pay period for classified employees and administrative employees eligible for overtime
- Do not ask employee to submit or approve time sheet early!
- Accurately report hours worked by employee
- Supervisor verifies information on time sheet is true and correct
- Incorrect time sheets can be corrected by sending them electronically back for correction or after payroll has run – hard copy cancel and supersede time sheets should be submitted to Human Resources – Shw 314
- Ensure employee receives copy of changes made on a time sheet
- An employee on FMLA will need to complete hard copy time sheets and submit them to Human Resources for data entry
Time sheet Instructions

• General Instructions
  – Do not enter social security number; use employee ID number
  – Days off equate to weekend; not days taken off in pay period

• Regular Time
  – Normal daily schedule which reflects actual hours worked
  – Holidays are designated with 8 hours in date block

• Paid Leave Taken
  – Approved paid leave taken by employee
  – Identify type of “other paid leave”

• Shared Leave
Time sheet Instructions

- **Leave Without Pay**
  - Enter LWOP in appropriate section (cyclic or other)

- **Additional Pay**
  - Overtime rounded to nearest ½ hour
  - Overtime entered as actual time worked; payroll system will calculate appropriately

- **Comp Time Earned**
  - Comp time rounded to nearest ½ hour
  - Comp time entered in day block as actual time worked; it will be calculated automatically at the 1.5 rate once the time sheet is submitted

- **Signatures**
  - Submitting a time sheet electronically serves as the employees signature
  - Hard copy time sheets need employee and supervisor signatures
QUESTIONS???
EVALUATION FORM

- Please complete evaluation form before leaving