

Standard Operating Procedure: FSS002-160402

Title: Requests for Time Off & Absence Reporting

The following interdepartmental procedure shall guide requests for time off and absence reporting in order to ensure consistency and adherence to applicable University procedures and regulations:

## Requests for Time Off

- The University encourages use of “time off” benefits, as intended by the benefit (e.g., sick, vacation, family medical leave, etc.) to ensure employees are provided with rest and respite from the working environment.
- Employees shall complete a Request for Time Off & Absence Report Form in accordance with the requirements of said employee’s collective bargaining agreement. Completed forms shall be submitted to the employee’s designated supervisor for review.
- Supervisors shall follow collective bargaining agreement criteria when considering approval/denial of such requests.
- When reviewing a request, Supervisors shall also confirm the employee’s leave balance to ensure that it is available as requested. If leave is not available, the Supervisor shall review the request with the employee and modify it if needed. All requests for authorization to utilize “dock” status must be approved by the Associate Vice President, Facilities Management.
- Supervisors shall return the employee copy of the form to the employee and communicate the status of the request.
- For Units Using the Electronic Absence Management System
  - Employees shall, upon immediate return to work, notify their supervisor if they have utilized more or less time than originally requested, in which case, the supervisor shall modify the time off request form to reflect such.
  - Supervisors shall retain all requests, approved or otherwise, for a period of one year in alignment with the annual employee evaluation.
  - Such forms shall be utilized to review employee entries in the electronic absence management system.
- For Units Not Using the Electronic Absence Management System
  - If approved, Supervisors shall provide the approved Form to the designated timekeeper within Facility Support Services. The timekeeper shall immediately enter the information into the Common Calendar of Attendance and then provide a copy to the employee. Unapproved forms need not be provided to the timekeeper.
  - Employees shall, upon immediate return to work, notify their supervisor if they have utilized more or less time than originally requested, in which case, the Supervisor shall report such modifications to the timekeeper in writing. The timekeeper shall modify the Common Calendar of Attendance as requested.

- Requests shall be kept on file for a period of one year in alignment with the annual employee evaluation

### **Unscheduled Absences**

- Employees shall be responsible for informing their direct supervisor in advance of all unscheduled absences (e.g., sick leave, family medical leave, etc.). Such notification shall be in alignment with the collective bargaining agreement requirements and established Unit notification protocols.
- For Units Using the Electronic Absence Management System
  - Upon return to work, the employee shall complete the Request for Time Off/Absence Report Form and submit to their Supervisor. Supervisors must ensure the form is in alignment with time off taken as well as utilize the form to review employee entries in the electronic absence management system.
- For Units Not Using the Electronic Absence Management System
  - Upon return to work, the employee shall complete the Request for Time Off/Absence Report Form and submit to their Supervisor. Supervisors must ensure the form is in alignment with time off taken as well as forward the form to the Timekeeper for entry into the Common Calendar of Attendance.

### **Common Calendar of Attendance for Units Not Using the Electronic Absence Management System**

- The timekeeper shall keep an electronic calendar of all employee absences, planned or otherwise; such calendar shall be available for viewing by Management and Supervisors at any and all times so that resource planning is completed in an efficient manner.

### **REFERENCES**

- Request for Time Off/Absence Report Form
- FSS005-140604 Common Calendar of Attendance
- Current Collective Bargaining Agreement, Unit 6 (SETC)
- Current Collective Bargaining Agreement, Units 2, 5, 7 & 9 (CSUEU)
- FSS014 Timekeeping for Units & Management Staff Utilizing the Electronic Absence Management System (current version)

### **PREVIOUS VERSIONS (replaces)**

- FSS002-140604
- FSS002-130801