

Standard Operating Procedure: FSS002-191004

Title: Leave Requests & Absence Reporting Utilizing the Electronic Absence Management System

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.

The following interdepartmental procedure shall be utilized for leave requests, including time off and absence reporting, in order to ensure consistency and adherence to applicable University procedures and regulations. These requests shall be submitted in the University’s electronic absence management system:

Requests for Time Off – Planned Absences

- All employees shall submit planned leave requests in accordance with the requirements of the employee’s collective bargaining agreement.
- Employees shall request time off using the format outlined in *Aim Process Document - TA-06 Leave Requests*
- 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 in the campus-wide electronic absence management system 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 an employee’s unit Manager and the Associate Vice President, Facilities Management.
- Supervisors shall follow the procedures outlined in *Aim Process Document - TA-06 Leave Requests* to either approve or deny the leave request, and give justification of such when necessary.
- Requests shall be kept on file for a minimum of one year, in alignment with the annual employee evaluation.

Unplanned 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.

Upon Return to Work – Planned or Unplanned

- Immediately upon return to work after a planned absence, employees shall notify their supervisor if they have used more or less time than originally requested, in which case, the supervisor shall modify the time off request to reflect such.
- Immediately upon return to work after an unplanned absence, employees shall enter their absence, as outlined in *Aim Process Document - TA-06 Leave Requests*. Supervisors must ensure leave summaries are in alignment with actual time-off taken and review employee monthly entries in the electronic absence management system.
- Time-off entries will be compared to employee entries in the Campus-wide electronic absence management system.

Campus-Wide Electronic Absence Management

- In addition to recording leave and absence requests as outlined in AiM Process Document TA-06_LeaveRequests.docx (found in the AiM Process Document T-Drive Folder, Time), employees are responsible for entering monthly summaries of their time off in the campus-wide electronic absence management system, PeopleSoft. This is the official record of time and attendance for the campus and must be completed no later than your work shift on or before the last day of the pay period.
- Employees can find a link to this system by logging into MyHumboldt and finding the header bar titled “My Profile”, selecting the “Leave” tab, and then selecting “Report and View Absences.”

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

- AiM Process Document - TA-06_LeaveRequests
- 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