

**UNIVERSITY OF ARKANSAS AT PINE BLUFF**



**LEAVE POLICIES AND TIMEKEEPER'S PROCEDURAL MANUAL**

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## **University's Policy**

All employees should be informed of statewide policy as well as any internal policy and procedure. This leave policy applies to all State employees except emergency, hourly, intermittent, extra help, and per diem employees and those employed by the following agencies:

- A. The elected Constitutional Officers of the State and their employees.
- B. The General Assembly and its employees, including employees of the Bureau of Legislative Research of the Arkansas Legislative Council and the Division of Legislative Audit.
- C. Members of the Arkansas Supreme Court, Circuit and Chancery Courts, Prosecuting Attorneys, and the Administrative Office of the Courts.
- D. State Highway Department.
- E. All administrative, academic, or other non-classified employees of the state-supported institutions of higher education.

## **Annual Leave Policy-Board Policy 420.1 - 420.2**

Full-time employees accrue annual leave at the rates shown in the timetable listed below. Employees who work less than full-time but more than 1,000 hours per year accrue annual leave in the same proportion as time worked. For example, employees who work half-time would receive half of the annual leave accrual shown on the timetable.

Years of Employment	Monthly	Annually
Through 3 years	8 hours	12 days
3 through 5 years	10 hours	15 days
5 through 12 years	12 hours	18 days
12 through 20 years	14 hours	21 days
Over 20 years	15 hours	22.5 days

## **Yearly Carry Over for Annual Hours**

Annual leave is cumulative; however, an employee may not have accrued in excess of 30 days (240 hours) of annual leave on December 31 of each year. During the calendar year accrued leave may exceed 30 days, but those days, more than 30 days, will be lost if they are not used before December 31 of each year. Accrued annual leave may be requested by an employee at any time. The supervisor will grant the request when it least interferes with the efficient operation of the department.

**Accrual rates will change on the first day of the month following eligibility for the next higher accrual rate.**

### **Transfers**

If an employee transfers to a university from another state agency or institution of higher education, without a break in service, the leave hours may be retained and transferred to the transferring campus/agency. The prior service will be figured into the rate at which the employee earned annual leave as shown in the chart on page 4. An employee will receive one year's credit for each full year of employment worked in another state agency or institution of higher education. The employee will not, however, receive credit for partial years.

### **Usage of Annual Hours**

Annual leave must be earned before it can be authorized and is deducted from the employees' accrued leave in increments of not less than one hour. An employee may not earn annual leave when on leave without pay for ten (10) or more cumulative days within a calendar month or equivalent proportion if the appointment is less than 100% FTE.

Annual leave is granted based on workdays, not calendar days. Non-workdays, such as holidays and weekends, are not charged as annual leave.

Employees will not and cannot borrow from anticipated future accruals and may not use annual leave accrued by other employees.

An employee may request to use accrued annual leave at any time, but a request must be made in advance and must be approved by the supervisor. The Agency Director or Institution Head may grant the leave request at such time that will least interfere with the efficient operation of the agency or institution.

All compensatory time may be used before the use of annual leave.

Employees continue to earn annual leave at their normal accrual rate when on annual leave.

Annual leave accrued during a calendar month is not considered to be earned by an active employee until the last working day of the month.

### **Payment of Annual Leave Hours**

Upon termination, resignation, retirement, death or other action by which a person ceases to be an active employee of the University, the amount due the employee or his/her estate from accrued annual leave or holiday leave, not to exceed 30 (240 hours).

No employee receiving compensation for vacation pay shall return to university employment until the number of days for which he/she received compensation has expired.

A twelve-month employee that is scheduled to change to a nine-month appointment must take all accrued, unused annual leave before the end of the twelve-month appointment period. The employment period cannot be extended to compensate for unused annual leave within a change from a twelve-month to a nine-month appointment. A lump sum for payment cannot be issued for unused annual leave unless the employee is terminating from employment with the University.

### **Sick Leave – Board Policy 420.1 - 420.2**

Any employee who works a minimum of 1,000 hours per year in a regular salary position and not in a student title (such as Student Assistant, Professional Student Assistant, Graduate Assistant, Senior Graduate Assistant or Master Lecturer) shall accrue sick leave. Employees who work less than full time but more than 1,000 hours per year accrue sick leave in the same proportion as time worked.

An employee accrues sick leave only when in a paid status.

Sick leave accrued during a calendar month is not considered to be earned by an active employee until the last working day of the month, and the leave must be earned before it can be used. Employees will not borrow from anticipated future accruals.

Employees continue to earn sick leave at the normal accrual rate when on sick leave.

Sick leave is granted based on workdays, not calendar days. It is deducted from the employee's accrued sick leave in increments of not less than one hour. Non-workdays, such as holidays and weekends falling within a period of sick leave are not charged as sick leave.

### **Usage of Sick Hours**

Sick leave may be used for only the following purposes:

1. When an employee is unable to work because of sickness or injury; or for medical, dental and other health issues for treatment.
2. Death or serious illness of a member of the employee's immediate family. Immediate family includes
  - a. spouse
  - b. child
  - c. father
  - d. mother
  - e. sister
  - f. brother
  - g. grandparents
  - h. grandchild
  - i. mother-in-law
  - j. father-in-law
  - k. an individual acting as a parent or guardian of an employee.

The usage of sick leave is contingent upon the occurrence of one of the events listed above. If the event never occurs, the employee is not entitled to sick leave benefits.

If an employee wishes to attend the funeral of anyone outside of their immediate family, a request must be submitted to the supervisor in advance if possible. This leave will be charged to compensatory time first, and then annual leave.

3. Family Medical Leave Act (FMLA) requires employers with fifty (50) or more workers to provide qualified employees up to twelve weeks of unpaid leave per year for the birth, adoption, or foster care of a child, to care for spouse or an immediate family member with a serious health condition, or when unable to work because of a serious health condition. Please contact Human Resources for the procedure, policy, rules, and regulations governing this Act.

Absences due to sick leave, except in the case of maternity leave, shall be charged in the following order:

- (1) earned sick leave.
- (2) earned annual leave.
- (3) and leave without pay.

Employees who are on sick leave for five (5) or more consecutive days must furnish a certificate of illness from an attending physician. This certificate must be submitted to Human Resources. A department which has a written procedure to identify patterns of sick usage may require an employee to furnish a certificate from an attending physician for any use of sick leave.

Notification of absence due to illness shall be given as soon as possible on the first hour of the first scheduled workday of absence to the employee's supervisor.

Entry for sick leave must be submitted on Workday within two (2) days after the employee's return to work.

- Human Resources should be contacted as soon as possible on the 5<sup>th</sup> day or earlier of absence.
- Sick leave may not be accumulated during a leave without pay when such leave totals ten or more days within a calendar month.

Sick leave may not be used in addition to or instead of annual leave but is to be taken only when you must be absent from work due to illness or injury or to keep an appointment with a physician, dentist, optometrist, osteopath, or mental health care provider and other health professionals.

### **Yearly Carry Over for Sick Hours**

Employees accrue sick leave at the rate of one (1) day or eight (8) hours for each completed month of service; however, no employee shall have over 120 days (960 hours) accumulated on December 31<sup>st</sup> of each year. Accrued leave may exceed 120 days (960 hours) during the calendar year, but those days, more than 120 days, or 960 hours, will be forfeited if not used on or before December 31<sup>st</sup> of each year.

### **Payment of Sick Hours**

Employees who retire receive no payment or other compensation for accrued sick leave.

### **Returning Hours Restored**

Accrued sick leave will be restored to an employee's credit if he/she returns to State employment within six (6) months of termination. This provision shall apply only if the employee was terminated due to budgetary reasons or curtailment of work activities.

### **Worker's Compensation**



Employees who are absent from work due to a temporary occupational injury or illness and who are entitled to Worker's Compensation must utilize all accrued sick and annual leave hours. An employee receiving Worker's Compensation benefits for a permanent disability is eligible for full pay from both sources.

The injured employee or the supervisor of the injured must call the Company Nurse Injury Hotline immediately at 1-855-339-1893. The nurse will give instructions on medical facilities and provide any important information to the employee. Determination and payment of claims are made by the Public Employee Clams Division located in Little Rock. All work-related injuries must be reported to the supervisor first and to Human Resources as soon as possible.

### **Maternity Leave- Board Policy 420.1 - 420.2**

Maternity Leave will be treated as any other leave for sickness or disability, except that an employee who is unable to work because of pregnancy may elect to take leave of absence without pay without exhausting accumulated annual and sick leave. Upon return from maternity leave the employee will be given the same or comparable position to the one she occupied prior to the leave.

The employee is expected to give her supervisor as much notice as possible prior to beginning maternity leave and at least two weeks notice prior to returning to work. Both notices must be in writing.

### **Military Leave- Act 471 of 2003**

Twelve-month employees who are members of the U.S. Air Force Auxiliary Civil Air Patrol, National Guard, Coast Guard Auxiliary, or any of the Reserve branches of the Armed Forces of the United States shall be granted a maximum of two weeks (14 days) leave annually plus necessary travel time for annual training requirements. Such leave shall be granted without loss of pay and in addition to regular vacation time.

Nine-month academic and administrative employees are expected to take any two-week military leave during the three months they are not under contract to the University.

Military personnel called to duty in emergencies by the Governor or by the President of the United States shall be granted leave with pay not to exceed 30 working days after which leave without pay will be granted. This leave shall be granted in addition to regular time.

### **Catastrophic Leave**

The University has a catastrophic leave bank program to which an employee can donate accrued sick leave and annual leave for use by employees who have a catastrophic illness or who have an immediate family member with a catastrophic illness, and whose leave has been exhausted. An employee may apply for catastrophic leave, but he/she must meet the eligibility criteria, please contact Human Resources for more information.

If an employee is granted catastrophic leave, accrual for leave will continue, however, in accordance with university policies, any leave earned while on catastrophic leave must, as a condition of the voluntary participation in the program, be assigned to the Catastrophic Leave Bank.

Also, if an employee is granted catastrophic leave, the employee will continue to receive normal pay and benefits, **but the next salary increase will be delayed for the same number of days that the employee received catastrophic leave or leave without pay.**

### **Leave Without Pay- Board Policy 420.1, 420.2**

Leave of absences without pay should be requested in Workday and must be approved by the employee's supervisor. A justification for leave without pay must be submitted at the time of the request. Once approved, the request will be forwarded to the President of the University of Arkansas System for consideration and decision.

Leave of absence without pay may be granted to university employees for the following reasons:

- 1) An extended absence, requested by the employee, which is in the best interest of the University or which the University can accommodate. Nonexempt employees may be granted up to six months leave without pay, and exempt employees may be granted up to one year leave without pay. There must be a written request to the Chancellor for approval for leave of absences without pay except for the following:
  - a) Necessary absences due to a serious health condition of the employee or an immediate family member of the employee (Family Medical Leave Act of 1993) or because of disability or personal reasons when the absence extends beyond the available earned annual and sick leave. On a case-by-case basis, unpaid leave will be considered as a form of reasonable accommodation for qualified individuals with disabilities.
  - b) Leave for the birth or placement of a child with you for adoption or foster care (Family Medical Leave Act of 1993).
  - c) Military leave that involves active duty or active duty for specialized training (Military Leave)
  - d) Employees on leave of absence without pay for disciplinary reasons.

All accumulated annual leave must be used before taking leave without pay, except when the leave qualifies as maternity leave, certain types of military leave or when the leave is for disciplinary purposes. No holiday pay will be paid while on leave without pay.

If the employee does not report to work promptly at the end of an agreed-upon period of leave without pay, employment with the University may be terminated. If there is good reason for the delay, the University may extend the period of approved leave. The Chancellor must approve the extension if it causes an employee's total leave to exceed six months or one year.

### **Educational Leave- Board Policy 420.1, 420.2**

An employee may be granted educational leave without pay, to pursue a regular full-time course of instruction, provided that by doing so will be beneficial to the University, and provided the Chancellor and President of the University System approves the application. There are rights, rules and regulations that an employee must adhere to during educational leave, please contact Human Resources.

Vacation leave for graduate study may be granted to otherwise eligible employees under the following terms:

1. Accrued vacation with pay may, if used for graduate study, be accumulated for two calendar years preceding the date of the leave if it is used by January 1 of the third year.
2. Permission to carry over such credit must be requested in writing by the employee and approved by the President in advance of the commencement of vacation accrual.

The President may approve a modified application of the regulation where circumstances warrant not exceeding the year vacation allowance for two years.

## **TIMEKEEPER'S PROCEDURAL MANUAL**

## **Timekeeper**

A timekeeper is a designated individual within a department who is responsible for maintaining employees' leave records for the department. The timekeeper will be granted the needed Workday security by the Director of Administrative Services.

Only **Supervisors are authorized to approve leave**. The employee must submit leave within the Workday System. If an employee must be absent from work for any reason, the employee is responsible for notifying the supervisor and placing the request in Workday. If the employee cannot notify the supervisor or the timekeeper, the employee may ask a family member to do so on their behalf. At that time, the timekeeper should place the employee on leave in Workday. If the department is not notified, the absences will be considered unauthorized and may result in disciplinary action.

## **Annual Leave (Vacation)**

Annual leave hours are requested through the Workday system and must be approved by the supervisor. It is the responsibility of the supervisor to grant annual leave. Annual leave is granted based on workdays, not calendar days. Non-workdays, such as holidays and weekends, are not charged as annual leave.

**Employees' pay will be adjusted for any negative leave balances.** Employees are not allowed to borrow from anticipated future accruals or use annual leave accrued by other employees.

## **Sick Leave**

Employees who are on sick leave for five (5) or more consecutive days must furnish a certificate of illness from an attending physician to the supervisor. A supervisor or department under certain circumstances may require a certification form from an attending physician for other reasons.

Notification of absences due to illness shall be given to the employee's supervisor, as soon as possible on the first day of absence. The supervisor should promptly notify the timekeeper to enter the absence into Workday if the employee is unable to do so on their own.

Once an employee returns to work after sick leave, all sick time must be entered into Workday within two (2) days if the time has not already been entered.

If an employee is on sick leave for three days or if a pattern of continuous usage is evident, please contact Human Resources as soon as possible for further action. The university offers employee Family Medical Leave. The employee must pick up appropriate forms from the Human Resources department and complete all necessary paperwork.

**IF AN EMPLOYEE EXHAUSTS ALL SICK AND VACATION HOURS, PLEASE CONTACT HUMAN RESOURCES IMMEDIATELY IN WRITING. IT IS THE RESPONSIBILITY OF THE SUPERVISOR AND TIMEKEEPER TO CONTACT THE HUMAN RESOURCES OFFICE.**

### **Leave Reporting**

*Annual Leave* should be requested in the Workday system and approved by the supervisor prior to it being taken.

*Sick leave* should be reported to the supervisor as soon as possible. Notification of absence by employee due to illness (self, family) shall be given to the supervisor by the employee or someone designated by the employee within the first hours of the scheduled workday. Employees who are on sick leave for five (5) or more consecutive days must furnish a certificate of illness to the supervisor and timekeeper from an attending physician upon returning to work. This certificate must be entered into the Workday system. Please refer to “Leave Policies” for other instances in which sick leave may be used.

*Family Medical Leave Act* (FMLA) requires employers with fifty (50) or more workers to provide qualified employees to twelve weeks unpaid leave per year for the birth or adoption of a child, to care for a spouse or an immediate family member with a serious health condition, or when unable to work because of a serious health condition. An employee’s pre-existing health coverage during the leave period will continue with the employee paying the appropriate premium. Once the leave period is concluded, an employee may return to the same or a substantially equivalent job. This leave may be reported with pay or without pay, depending on the number of hours the employee has available. Paid leave for personal and family medical needs is available under sick leave, annual leave, and catastrophic leave. These leaves can run concurrently with FMLA. Notation should be given for leave as FMLA. For more information, rules, regulations and policies on FMLA, please contact Human Resources.

*Catastrophic leave* is reported as sick leave. When an employee is granted catastrophic leave, the department and Human Resources is notified by the catastrophic leave committee of the number of hours and the length of time available to the employee. For more information about catastrophic leave, please contact Human Resources for rules, regulations, and policies.

*Workers’ Compensation* is reported if an employee becomes injured or ill while at work due to a work-related incident. The employee may be eligible for worker’s compensation, please contact Human Resources as soon as possible. Workers’ compensation hours are charged in the following order 1) earned sick leave 2) all earned compensatory time 3) earned annual leave, and 4) leave without pay. When and if payments are made by the workers’ compensation carrier, applicable adjustments will be made to the employees’ leave balance. When this happens, the payroll department will contact Human Resources and the department for the purpose of making the

necessary adjustments. The number of hours is placed in the Workday System according to the available hours or leave without pay.

***Leave without Pay*** should be requested in Workday and must be approved by the employee's supervisor. A justification for leave without pay must be submitted at the time of the request. Once approved, the request will be forwarded to the President of the University of Arkansas System for consideration and decision.

***Holiday Pay*** is reported in Workdy. All "regular salaried" and "extra help" employees are eligible to receive Holiday pay. Extra help employees must be in a paying status and must work the last scheduled workday before the holiday and the first scheduled workday after the holiday. If an employee is scheduled to work on a holiday (eg. public safety, facilities management) the employee is granted another day equivalent to the number of hours worked.

***Court and Jury Leave*** is reported in Workday. If the employee is serving as a witness, juror, or party litigant the leave shall not be charged to annual or sick hours. Where service on a jury would substantially interfere with the execution of the University's work schedule, the chief administrative officer of the campus may petition the judge in writing for exception from service. However, if exemption is denied or if no response is received prior to the date jury duty is to begin, the individual must report for jury duty. The number of hours is placed in Workday.

***Military Leave*** is reported for twelve-month employees, nine-month academic and administrative employees. Twelve-month employees who are members of the National Guard or any of the Reserve branches of the Armed Forces of the United States shall be granted a maximum of two weeks (14) days leave annually plus travel time for annual training requirements. Such leave shall be granted without loss of pay and in addition to regular vacation time. Military personnel called to duty in emergencies by the Governor or by the President of the United States shall be granted leave with pay not to exceed 30 working days per calendar year after which leave without pay will be granted. The number of hours is placed in Workday. After the 30 days have been exhausted, the employee will be placed on leave without pay.

### **Employee's Leave Balance**

Employees can retrieve leave balances through the Workday system. Employees should make sure that all their leave requests have been approved for accurate accounting of balances in Workday.