



THE UNIVERSITY of  
NEW ORLEANS

ADMINISTERED BY: Office of Vice  
President for Business Affairs

**Policy No:** AP-BA-41.2  
**TITLE:** Attendance Leave Records-  
Faculty, Unclassified Staff, and  
Classified Staff  
**EFFECTIVE DATE:** March 28, 2014  
**CANCELLATION:**  
**REVIEW DATE:** Spring 2016

#### PURPOSE

To provide guidelines for the granting of leave and the maintenance of leave records in the University of New Orleans Time & Leave System in accordance with University regulations and applicable state and federal law.

#### AUTHORITY

*Family and Medical Leave Act of 1993. Louisiana Department of State Civil Service Rules Chapter 11 and Chapter 21. Part Two, Chapter III, Section XX of the Bylaws and Rules of the University of Louisiana System. University of Louisiana System Policy and Procedures Memoranda Chapter III, FS.III.XX.-1(Leave Record Establishment).*

#### DEFINITIONS

**Faculty Leave** is leave granted to faculty members employed on the nine-month (academic year) basis in lieu of annual leave and is comprised of the days between terms and at holiday periods when students are not in classes. This special form of leave shall be taken as it is earned.

**Annual Leave** is leave with pay granted to unclassified (12-month) and classified employees for the purpose of rehabilitation, restoration, maintenance of work efficiency, or for the transaction of any personal affairs.

**Sick Leave** is leave with pay granted to an employee who is suffering with a disability which prevents him from performing his usual duties and responsibilities or who requires medical, dental, or optical consultation or treatment.

**Civil Leave** is leave with pay, without charge to vacation leave or sick leave, granted to an eligible employee to perform jury duty, to appear as a subpoenaed witness before a court, public body, or commission, or to perform civil duties in connection with national defense or other civil emergencies, or to vote.

**Compensatory Leave** is leave granted to classified employees in lieu of cash compensation for overtime work; leave accrued and granted to unclassified (12-month) employees for work and duties performed which are in addition to routine job responsibilities such as special projects, emergency

situations and required attendance at events and functions outside of the normal 40 hour work week.

**Family and Medical Leave Act** allows eligible employees to take up to twelve work weeks of unpaid leave for qualifying events.

**Holiday Leave** is leave with pay as specified in a schedule published by the President each calendar year.

**Leave Without Pay** is unpaid leave granted or charged to employees under certain conditions.

**Other Leave** may be granted with pay and without charge to vacation or sick leave under certain conditions.

**Eligible Employees** are those regular employees employed at greater than 50% of full-time effort.

**Full-time University Faculty and Unclassified Employees** are those defined as serving in full-time (100%) status on the appointment form. For the purposes of leave accrual and use, 100% status is deemed to be 8 hours pay day and 40 hours per week.

**Full-time Classified Employees** have a standard workweek of 40 hours.

**Maternity Leave** refers to leave for female employees who are absent from work as a result of pregnancy, childbirth, or related medical condition.

**Regular Employee** is an employee whose appointment is for a period of more than 180 calendar days or who has been employed for more than 180 consecutive calendar days by successive uninterrupted appointment.

**Temporary Employee** is an employee who is appointed for 180 calendar days or less. This category includes classified employees on Restricted Appointments, employees hired on an intermittent basis, and employees hired on a Period of Appointment. Temporary employees are not eligible to earn leave.

**Overtime Hours** are hours worked by an employee at the discretion of the department head in excess of forty (40) hours a week; or hours worked in excess of the regular duty hours in a regularly scheduled workday; or hours worked on an official university holiday.

## **GENERAL POLICY**

### **FACULTY LEAVE**

1. Faculty leave is leave granted in lieu of annual leave to faculty members employed on a nine-month basis.
2. Faculty leave is automatically taken between terms and holiday periods, as shown in the official University calendar.

**ANNUAL LEAVE**

1. Annual leave shall be earned by each eligible employee who has a regular tour of duty. Personnel not employed on a continuing basis (temporary employees) shall not earn annual leave.
2. Annual leave earned shall be based on the equivalent of years of full-time state service and shall be creditable at the end of each pay period for classified employees or at the end of every calendar month for eligible unclassified employees.

DAYS OF ANNUAL LEAVE EARNED PER MONTH BY UNCLASSIFIED FULL-TIME EMPLOYEES					
Years of Service	Less Than 3	3, But Less Than 5	5, but Less Than 10	10, But Less Than 15	15 And Over
Days (hours) of Leave Earned Per Month	1 (8 hrs.)	1-1/4 (10 hrs.)	1-1/2 (12 hrs.)	1-3/4 (14 hrs.)	2 (16 hrs.)

DAYS OF ANNUAL LEAVE EARNED PER MONTH BY CLASSIFIED FULL-TIME EMPLOYEES		
Years of State Service	Service Hours	Civil Service Hourly Accrual Rate
Less than 3 years	0 – 8,759	0.0461 per hour
3 years but less than 5 years	8,760 – 14,599	0.0576 per hour
5 years but less than 10 years	14,600 – 29,199	0.0692 per hour
10 years but less than 15 years	29,200 – 43,799	0.0807 per hour
15 years and above	43,800 +	0.0923 per hour

- a. Any eligible unclassified employee hired prior to the transfer of UNO to the UL System who elected the LSU System Annual Leave Accrual Schedule will be allowed to remain in the LSU System Schedule. Any eligible unclassified employee hired after the transfer of UNO to the UL System on December 6, 2011 will follow the Annual Leave Accrual Schedule listed above.

DAYS OF ANNUAL LEAVE EARNED PER MONTH BY ACTIVE UNCLASSIFIED FULL-TIME EMPLOYEES WHO ELECTED THE LSU SYSTEM ANNUAL LEAVE ACCRUAL SCHEDULE PRIOR TO THE UL SYSTEM TRANSFER ON Dec. 6, 2011		
Years of State Service	Accrual Rate	Maximum Balance
Less than 3 years	14 hours per month	176*
3 years but less than 5 years	14 hours per month	176*
5 years but less than 10 years	14 hours per month	176*
10 years but less than 15 years	14 hours per month	No Limit
15 years and above	16 hours per month	No Limit

3. No 12-month unclassified employee shall be credited with annual leave for any calendar month:
  - a. until completion of that calendar month as an employee; or
  - b. during which the employee was on leave without pay for ten or more working days; or
  - c. while serving in the military.
4. Accrued unused annual leave earned by an employee shall be carried forward to the succeeding years without limitation.
5. When an employee changes his position from one state agency to another, his accumulated annual leave shall be forwarded to the new agency and shall be credited to him.
6. Legal holidays, state-designated holidays, days of local conditions and celebrations, and similar periods when designated, announced, and observed by the institution, shall not be charged to annual leave.
7. Annual leave shall be applied for in advance by the employee and may be taken only when approved by the immediate supervisor. Requirements concerning the use of annual leave include the following:
  - a. An appointing authority may require an employee who has sufficient annual leave to his credit to take annual leave whenever the authority feels that it is best for the employee or the appointing authority.
  - b. Except when given special advance approval for absence from duty, an employee must be at his work station for the day in order to be classified as on duty. A work station normally will be one's office or elsewhere on the employer's premises, or at other locations while representing the employer.

8. Terminal payment of annual leave for unclassified employees shall not exceed an amount representing:
  - A maximum of 300 hours of unused annual leave at the time of termination for any reason
  - The method of payment for fiscal employees is to divide the final annual base salary by 2,080 and multiply by the number of hours of leave to be paid.
  - The method of payment for academic employees who have annual leave remaining from a prior fiscal appointment, the computation method is to divide the employee's final annual base salary by 1,440 and multiply by the number of hours of leave.
  
9. Terminal payment of annual leave for classified employees shall not exceed an amount representing:
  - A maximum of 300 hours unused annual leave at the time of termination for any reason.
  - The method of payment is to multiply the final hourly rate of pay by the number of hours of leave.

**SICK LEAVE**

1. Sick leave for employees shall be earned by each employee who has a regular tour of duty. The earnings of such leave shall be based on the equivalent of years of full-time state service and shall be creditable at the end of each pay period for classified employees, or at the end of every calendar month for eligible faculty and unclassified employees.

DAYS OF SICK LEAVE EARNED PER MONTH BY UNCLASSIFIED FULL-TIME EMPLOYEES					
Years of Service	Less Than 3	3, But Less Than 5	5, but Less Than 10	10, But Less Than 15	15 And Over
Days (hours) of Leave Earned Per Month	1 (8 hrs.)	1-1/4 (10 hrs.)	1-1/2 (12 hrs.)	1-3/4 (14 hrs.)	2 (16 hrs.)

DAYS OF SICK LEAVE EARNED PER MONTH BY CLASSIFIED FULL-TIME EMPLOYEES		
Years of State Service	Service Hours	Civil Service Hourly Accrual Rate
Less than 3 years	0 – 8,759	0.0461 per hour
3 years but less than 5 years	8,760 – 14,599	0.0576 per hour
5 years but less than 10 years	14,600 – 29,199	0.0692 per hour
10 years but less than 15 years	29,200 – 43,799	0.0807 per hour
15 years and above	43,800 +	0.0923 per hour

2. No unclassified employee shall be credited with sick leave for any calendar month:
  - a. Until completion of that calendar month as an employee (except that nine-month faculty employed during the summer shall accrue sick leave prorated during the actual weeks of employment. For example, a faculty member employed full-time for nine weeks in the summer shall be credited with 2¼ days).
  - b. During which the employee was on leave without pay for ten or more working days.
  - c. While serving in the military.
  
3. Accrued unused sick leave earned by an employee shall be carried forward to the succeeding years without limitation.
  
4. When an employee changes his position from one state agency to another, his accumulated sick leave shall be forwarded to the new agency and shall be credited to him.
  
5. A written certification from a registered physician or other acceptable proof of disability is required for sick leave of five (5) or more consecutive workdays (or less, if deemed appropriate by the department head). An employee may be required to furnish proof of illness if abuse of sick leave is indicated. Sick leave may not be used for child-rearing.
  
6. Sick leave with pay may be taken by an employee with sufficient leave to his credit for the following:
  - a. Illness or injury that prevents performance of his work duties.
  - b. Medical, dental, or optical consultation or treatment.
  
7. The employee may use sick leave for maternity purposes when her postnatal condition prevents the performance of usual duties, provided the employee has sufficient sick leave credit. The limit to the use of sick leave for a postnatal condition shall be six (6) weeks unless a physician certifies the employee's inability to return to work.

8. Terminal payment of sick leave for unclassified and faculty employees shall not exceed an amount representing:
  - A maximum of 200 hours of unused sick leave upon retirement or death prior to retirement.
  - The computation method of payment for unclassified fiscal employees is to divide the final base salary by 2,080 hours and multiply the result by the hours of leave.
  - The computation method for academic employees is to divide the final annual base salary by 1,440 and multiply the result by the number of hours of leave.

#### **COMPENSATORY LEAVE FOR UNCLASSIFIED (12-MONTH) PROFESSIONAL STAFF**

The normal business of a university or college campus is not restricted to the normal 40-hour workweek observed by many state agencies. On the contrary, many functions and activities occur in the evening hours and weekends when certain unclassified employees are required to attend. In order to compensate unclassified employees for work performed in excess of the normal workweek, the following policy is established effective August 1, 2012, regarding the accrual of compensatory leave.

1. Full-time Employees  
Compensatory leave may be granted for required overtime hours worked outside the regular assigned 40-hour work week, or when an employee has not worked in excess of 40 hours due to holidays observed or leave taken. Work undertaken while at home does not constitute the earning of compensatory leave. Earning of compensatory leave must have prior approval of the immediate supervisor and/or the department head, whichever is appropriate. This authority has been delegated from the vice presidential level per the University of Louisiana System Policy. The appropriate vice president must periodically review compensatory leave earned by those employees working within his/her division.
2. Part-time Employees  
A regular part-time employee who works in excess of his/her scheduled workday or workweek may be granted compensatory leave earned hour for hour.
3. Not more than 25 workdays may be earned during any fiscal year. Compensatory leave can be used for any purpose with the approval of their immediate supervisor and department head.
4. An appointing authority may require employees to use their compensatory leave at any time.
5. Employees will not be paid the value of their accrued leave upon separation from their unclassified position.
6. In the event an employee transfers without a break in service to another position within the state service, compensatory leave may be credited to the employee at the discretion of the new appointing authority. UNO will allow a credit of up to ten days of compensatory leave earned at another agency.

### **Proper Administration of Compensatory Leave**

- A request for compensatory leave must be completed and signed by the immediate supervisor and/or department head prior to earning compensatory leave and submitted to the department timekeeper.
- An application for leave form must be signed by the immediate supervisor and/or department head prior to taking compensatory leave and submitted to the department timekeeper.
- While on approved travel on a regular university workday, an employee may earn a maximum of five hours of compensatory leave for hours worked after 4:30 pm. While on approved travel during a weekend, an employee can earn a maximum of eight hours per day.
- Employees will not earn compensatory leave for routine meals, social events, tours, etc. which are not required by the employer unless specifically approved by the president of the university.
- Employees will not earn compensatory leave while "on call" status.
- When an employee has earned a total of 25 working days of compensatory leave during any fiscal year, further approval of compensatory leave shall cease. Department heads/supervisors are to take necessary precautions to preclude approval of compensatory leave beyond the maximum allowed.

The Board of Supervisors for the University of Louisiana System approved the revised System policy on Compensatory Leave for Unclassified Employees (12-Month) at its March 26, 1999 meeting. The effective date for implementation of the policy was July 1, 1999.

The following is a list of positions which are not eligible to earn compensatory leave. These individuals/positions have been exempted from taking leave when the University is officially closed:

President  
Executive Assistant to the President  
Provost  
Vice Presidents  
Associate Provost  
Assistant Provost  
Associate Vice Presidents  
Assistant Vice Presidents  
Deans  
Chief Information Officer  
Executive Directors  
Director, Institutional Research and Data Management  
Athletic Director  
Associate Athletic Directors  
Assistant Athletic Directors  
Director of Media Relations, Intercollegiate Athletics



Head Athletic Coaches  
General Manager, WWNO  
General Manager, UNO Lakefront Arena  
Assistant General Manager, UNO Lakefront Arena  
Other positions as may be designated by the President

\*Medicaid Technical Services Contract (MTSC) positions which are domiciled in a designated DHH facility must follow the work day / holiday schedule of the DHH facility where domiciled and are not subject the university closure dates. However, they may be eligible to earn compensatory leave.

### **FAMILY AND MEDICAL LEAVE (FMLA) – all categories of employees**

#### **Eligibility Requirements**

Eligible employees are entitled to up to twelve (12) work weeks of unpaid leave, in any year, for one or more of the following qualifying events:

1. For the birth of a child and/or to care for the child,
2. For placement of a child through adoption or foster care,
3. For the care of the employee's legal spouse (wife or husband as recognized under LA State Law), son, daughter, or parent who has a serious health condition,
4. For the employee's own serious health condition which prevents the employee from performing their essential duties,
5. For the care for a covered service member with a serious injury or illness, or
6. To address certain qualifying exigencies.

#### **Length of Service Eligibility**

Employees who have worked for a Louisiana state agency for twelve (12) months and who have worked 1,250 hours in the preceding twelve (12) month period from the time the leave is to begin are considered eligible employees for the purposes of Family and Medical Leave.

#### **Definition of "Any Year"**

For the purposes of this law and University policy, a year is defined as the twelve (12) month period beginning with the date the employee first uses FMLA designated leave. This shall be referred to as a "first use year".

#### **Notice Requirements**

1. Advance Notice Requirement: Employees are required to provide thirty (30) days advance notice, unless the qualifying event is unforeseeable or a medical emergency.
2. Waive of Advance Notice Requirement: When advance notice is impossible or impractical, employees are required to notify their supervisors or other appropriate departmental authority at the earliest possible time (at least one or two business days from when the need for leave is known).
3. Notice to Human Resource Management: Departments must report all notifications of FMLA to Human Resource Management, ideally, within one to two business days of receipt of the notice.

### Physician Certification

Employees invoking Family and Medical Leave are required to have their physician or the physician of record complete the Certification of Health Care Provider for Employees Serious Health Condition ([Department of Labor Form WH-380E](#)) or Certification of Health Care Provider for Family Members Serious Health Condition ([Department of Labor Form WH-380F](#)). This form must be submitted within fifteen (15) calendar days of notice to use leave. In the case of Worker's Compensation, standard physician certification in lieu of the WH-380E form is acceptable. Upon being released from care by the health care provider, and prior to resuming job duties, the employee must submit a completed Medical Certification of Fitness to Return to Work (FMLA-3) to the Office of Human Resource Management.

### Automatic Designation as FMLA

Sick leave absences in excess of five (5) consecutive days will be automatically designated as FMLA leave from the first day of the leave (unless medical certification shows the absence was not a qualifying event under FMLA) and will require a medical certificate as permitted by FMLA.

### Intermittent Leave or a Reduced Leave Schedule

Intermittent leave or a reduced leave schedule must be approved in the following circumstances:

1. For birth or placement of a child through adoption or for foster care, with mutual agreement between the department and the employee, or, when medically necessary and certified by the physician on the WH-380E or WH-380F form or other acceptable medical documentation.
2. In all other events, when medically necessary and certified by the physician on the WH-380E or WH-380F form or other acceptable medical documentation.

### Requirement to Take Paid Leave

Employees are required to take compensatory, annual, or sick leave depending on the nature of the absence. The appropriate type of leave must be exhausted before approval will be granted to use leave without pay for Family and Medical Leave.

### Continuation of Health Care Benefits

1. Employees who have their health coverage with the State and who go on leave without pay for Family and Medical Leave and who wish to continue their health care coverage will have the employer portion of the premium paid by the University.
2. In such circumstances, employees are required to submit a Continuation of Insurance Form.

### Requirement to Document All FMLA Leave

1. Whether or not the employee requests FMLA leave specifically, if the reason for the leave qualifies as FMLA, it must be approved and documented as FMLA leave.
2. FMLA leave must appear in the "Remarks" Section of Leave Tracking.
3. For recordkeeping purposes, FMLA leave requires that a leave slip be completed and submitted by the employee unless the employee is not available in the work place or it would otherwise be impractical or impossible to obtain such a slip (in these cases, the department

head/supervisor must complete the leave slip and indicate on the leave slip that the leave used was covered by FMLA to be maintained with the employee's leave record).

#### Restoration after FMLA

Employees returning from Family and Medical Leave must be restored to their former positions or equivalent positions with equivalent pay and benefits.

#### Prohibition Against Retaliation

It is unlawful for any employer to interfere with, restrain or deny the exercise of any right provided for under FMLA. Employees may not be retaliated against for invoking their rights under the Family and Medical Leave.

#### Questionable Certifications for Medical Leave

If an employee submits a completed certification signed by a health care provider, the employer may not request additional information from the employee's health care provider, but may, through the employee's health care provider request clarification and authentication of the certification. If the employer doubts the validity of the certification, it may proceed as follows:

1. Second Opinion – With the approval of the Office of Human Resource Management, the employee may be required to be examined by a health care provider of the employer's designation and at the **employer's expense**. If the second opinion does not agree with the employee's certification, the employer can require a third opinion.
2. Third Opinion – With the approval of the department of Human Resource Management, the employee may be required to be examined by a health care provider **mutually approved by the employer and the employee at the employer's expense**. The third opinion is **final and binding**.

#### Submitting False Information

Any employee who submits false information regarding this Act shall be subject to disciplinary action.

#### Impact of FMLA on Leave Sanctions

No leave (compensatory, annual or sick) approved under FMLA may be used as a basis for, or in the calculation of leave usage, for imposing leave sanctions.

### **MATERNITY LEAVE**

Ensures that female employees who are absent from work as a result of pregnancy, childbirth, or related medical conditions are eligible for maternity leave and will be treated as any other employee who is otherwise temporarily disabled.

1. The time period of an absence due to maternity if frequently predictable; therefore, an eligible female employee should provide her immediate supervisor with as much advance notice as possible of anticipated dates of absence. An employee must provide 30 days advance written notice if possible, when leave is foreseeable. If the 30 days advance notice is not possible, the employee must notify her immediate supervisor as soon as the need for leave is known.
2. A non-FMLA qualifying female employee is eligible for up to six (6) weeks of job-protected maternity leave. All available balances of applicable paid leave (compensatory, sick, or

annual leave) must be used while absent during the six (6) week period. When all available paid leave is exhausted, the employee will be placed on leave without pay for the remainder of the applicable period.

3. An FMLA qualifying female employee is eligible for up to twelve (12) weeks of job-protected maternity leave as more fully described in the Family and Medical Leave (FMLA) section of this policy. All available balances of applicable paid leave (compensatory, sick, or annual leave) must be used while absent for an FMLA eligible event. When all available paid leave is exhausted, the employee will be placed on leave without pay for the remainder of the applicable period. The employee will be required to complete the appropriate FMLA forms.
4. If there is a medical complication as a result of the pregnancy, a female employee is entitled to a maximum of four (4) months of maternity leave. This runs concurrently with the amount of leave designated for a normal pregnancy. All available balances of applicable paid leave (compensatory, sick, or annual leave) must be used during this period. When all available paid leave is exhausted, the employee will be placed on leave without pay.

Note: Under no circumstances will an employee receive more than four (4) months of maternity leave.

#### **LEAVE FOR CIVIL AND NATIONAL SERVICE**

An employee shall be given time off without loss of pay, annual, or sick leave for civil and national services. The following are recognized by the Board of appropriate reasons:

1. when performing jury duty;
2. when summoned to appear as a witness before a court, grand jury or other public body or commission;
3. for performing emergency civilian duties in relation to national defense;
4. for voting in primary, general, or special election which falls on his scheduled working day, provided that not more than two hours of leave shall be allowed each employee to vote in the parish where he is employed, and not more than one day to vote in a parish other than the one where he is employed. The Department Head, in accordance with the above, will have the discretion of determining the amount of time and when the time off will be granted;
5. when the appointing authority determines an employee is prevented by an act of God from performing duties;
6. when the appointing authority determines that because of local conditions, or celebrations it is impractical for employees to work in a particular locale;
7. when participating in a State Civil Service examination on a regular work day, or taking a required examination pertinent to the examinee's State employment before a licensing

board (the appointing authority reserves the right to limit the number of occasions within a year); and/or

8. when an employee is ordered to report for a pre-induction physical examination incident to possible entry into the military forces of the United States.

### **HOLIDAY LEAVE**

University holidays are provided for by memorandum from the Office of the President and may differ from the general holiday schedule of the State. Employees shall be eligible for compensation on observed holidays with the following exceptions:

1. There is no holiday pay when the employee's regular work schedule averages less than 20 hours per week or the employee works an intermittent work schedule (does not apply to academic employees);
2. There is no holiday pay when the employee is restricted or intermittent/transient appointment;
3. There is no holiday pay when the employee is on leave without pay immediately preceding and immediately following the holiday period; and
4. Eligible part-time employees are compensated for holidays in proportion to their present-of-effort.

### **MILITARY LEAVE**

Employees who are members of a reserve component of the armed forces of the United States or the National Guard shall be granted leaves of absence from their positions without loss of pay, time, or annual or sick leave when ordered to active duty for field training or training authorized in lieu thereof when the individual is given constructive credit for such training. Such leaves shall be for periods not to exceed 15 working days in any calendar year, but an appointing authority may grant an employee annual leave or leave without pay or both, in accordance with other provisions of these leave regulations for such periods which exceed 15 working days in any calendar year.

1. Employees who are inducted or ordered to active duty to fulfill reserve obligations or who are ordered to active duty in connection with reserve activities for indefinite periods or for periods in excess of their annual field training shall be ineligible for leave with pay.

### **OTHER LEAVE**

The Board recognizes other categories of leave for its employees:

1. When an employee is absent from work due to disabilities for which he is entitled to Worker's Compensation, he may, at his option, use sick or annual leave or any appropriate combination of sick and annual leave (not to exceed the amount necessary) to receive total payment for leave and Worker's Compensation in accordance with law.

2. Probationary and permanent employees may be given time off without loss of pay, annual leave, or sick leave when attending the funeral or burial rites of a parent, step-parent, child, step-child, brother, step-brother, sister, step-sister, spouse, mother-in-law, father-in-law, grandparent, step-grandparent, or grandchild provided such time off shall not exceed two (2) days on any one occasion.
3. At the discretion of the appointing authority, a full-time faculty member may be granted leave with pay to attend to personal emergencies. Such time may be charged against sick leave.

#### **EMERGENCY ADMINISTRATIVE LEAVE FOR UNCLASSIFIED STAFF (INCLUDES FACULTY)**

Any person in the chain of command of an unclassified staff or faculty member may recommend to the president of the university or his/her designee that it is in the best interest of the university that the unclassified staff or faculty member be placed on Administrative Leave with pay.

Upon conducting any investigation deemed appropriate by the president or his/her designee, which may include interviewing the staff member regard the concerns of the university, the president may place that individual on Administrative Leave. The action may be done orally by the president or his/her designee and shall be in no way considered a disciplinary action. A written communication regarding any Administrative Leave action shall be forwarded to the respective staff member and a record maintained by the university.

Such Administrative Leave is with pay and shall not be charged against the individual's leave record. It may be for an initial period of up to thirty (30) days, but it may be extended for up to 30 more days by the president or his/her designee with verbal notice to the staff member.

During such leave with pay, the staff or faculty member shall be excused from the performance of any duties associated with the position of the individual except that the individual shall be considered a member of the university and subject to the directives of the president or designee given in order to resolve the concerns of the university.

#### **PROCEDURES FOR RECORDING AND MAINTENANCE OF ATTENDANCE-LEAVE RECORDS**

Each employee is responsible for completing and submitting an [Application for Leave \(SF-6\)](#) form to the appropriate department head for approval prior to taking leave. In situations where an employee has been absent due to unforeseen illness, the Application for Leave form must be completed immediately upon return to work. All completed Application for Leave forms must be maintained in the department. The Application for Leave forms serve as back-up documentation for entries on the Time & Leave System and, as such, are subject to audit at any time.

1. Classified employees are responsible for certifying the accuracy of their attendance and leave record by signing a biweekly timesheet at the end of each pay period. Supervisors are required to review the classified biweekly timesheets and ensure that they are completed, signed, and accurate. Timekeepers must ensure that the information on the biweekly timesheets is in agreement with the leave recorded on the Time & Leave System. Unclassified and university faculty employees are required to respond to an electronic (e-mailed) Certification Form monthly to certify that all leave taken was reported and that they have

worked the required number of hours commensurate with the conditions of their appointment. Supervisors are required to review and ensure that the certifications are completed.

2. Annual and sick leave balances, along with leave earned and taken, are available on the Employee Self-Serve. These balances will reflect the leave earned in the previous pay period for classified employees and for the previous month in the case of unclassified and university faculty employees. The employee is required to carefully review this information to ensure that all entries have been properly recorded. Any discrepancies should be immediately reported to the timekeeper for correction. At the end of each month, the department head shall ensure that the departmental timekeeper matches the monthly leave transaction entries recorded on the Time & Leave System with the monthly leave report and the Application for Leave forms; transactions on each must be in full agreement.
3. The appropriate supervisor or department head must approve all leave requests. Leave taken must be recorded on the Time & Leave System as soon as possible. The minimum charge to the leave record is one-half (1/2) hour, and all leave is recorded in one-half (1/2) hour increments.
4. Application for Leave forms and monthly leave reports must be kept on file in the department. All hard-copy attendance-leave cards for periods prior to July 1996 must be kept permanently in the department where the employee last worked. All leave documents are subject to audit by State Civil Service Authorities, Legislative Auditors, Internal Audit, and/or the UNO Internal Auditor at any time without prior notice.
5. If an employee transfers to another department of the University, all original attendance-leave records and all Application for Leave forms should be transferred along with the employee. Each employee is responsible for ensuring that his/her leave records are accurate, appropriately signed, and transferred to and maintained in his/her current department.
6. When an employee takes thirty (30) consecutive calendar days or more of leave without pay, the Time & Leave System will adjust the leave accrual change date forward for the same amount of time.
7. Eligible employees appointed for less than full-time shall accrue leave in proportion to that employee's percent of effort.
8. Full-time university faculty on academic appointments who cannot fulfill their scheduled obligations due to illness will be charged sick leave on the basis of an 8-hour workday. Part-time university faculty will be charged in proportion to their percentage of effort.
9. Departments that hire employees with prior state service should verify on the leave tracking system and with the Office of Human Resource Management that credit has been given for full-time equivalent state service and that any eligible leave has been transferred and credited to the employee.
10. All supervisors are responsible for ensuring that the timekeepers monitor each employee's leave accrual on the Time & Leave System and that all necessary adjustments are made in a

timely manner.

11. Eligible employees must complete, in advance, an Application for Earning Compensatory Leave form when overtime hours are required and funds are not available to pay for these hours worked. The application form must be submitted to the supervisor for approval.
12. Procedures for University faculty employees on academic year appointments:
  - a. For purposes of crediting leave, one semester equals four and one-half months, and a full academic year is nine months. Faculty appointed semester by semester will accrue 1 ½ days in September and February, and 1 day in October through December and March through May.
  - b. For purposes of computing leave accrual rate changes, a nine (9) month academic year equals one year of service and one Fall or Spring semester equals ½ year of service.
  - c. Leave accrual begins with the appointment or continuation that extends employment beyond 180 days. A new employee begins to accrue leave immediately if appointed concurrently from the summer school session or summer research and the succeeding semester and/or academic year. A new employee appointed for the summer session only does not accrue sick leave.
  - d. Employees hired on a “Period of Appointment” are not eligible to accrue vacation or sick leave.
13. Procedures for employees on fiscal year appointments:
  - a. An employee appointed, terminated, or begins or returns from Leave Without Pay on a date such that the employee is not in a pay status for 10 or more working days in the accrual month shall not accrue leave for that month.
  - b. An employee who is on Leave Without Pay for ten or more day shall not receive any leave accrual for the month.
  - c. Fiscal employees receive either the full leave accrual or no leave accrual based on the days worked in the month. Employees will not receive partial leave accrual.
  - d. Accrual rate change dates:
    - An employee whose anniversary date of appointment falls on the first through the fifteenth of a month will accrue leave at the higher rate for the whole month.
    - An employee whose anniversary date of appointment falls on the sixteenth through the end of a month will accrue leave at the lower rate for that month and will accrue at the higher rate on the first of the following month.



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