The purpose of this document is to provide clarification from the College of EHD about UND policy requirements for managing staff leave. This includes summarizing leave benefits as well as the tracking of the use of these benefits. This document also provides some general guidelines for staff presence in the EHD building during regular working hours.

Regular Work Hour Schedule for Staff:
Under normal circumstances, the eight-hour workday begins at 8:00 am and ends at 4:30 pm. This time period includes a half hour lunch break and two 15 minutes breaks (one in the morning and one in the afternoon). Any variations in this 8:00 am to 4:30 pm workday schedule will require the written approval of the immediate supervisor, the chair, and the Dean.

Types of Staff Employment:

Broadband Job classification:  

http://www.ndus.nodak.edu/makers/procedures/broadband/

Types of Supervisors:
Dean, Department Chair, staff with office personnel management responsibilities.

Definitions:

Exempt Employee: An employee who is defined by the Fair Labor Standards Act (FLSA) as being exempt from minimum wage and overtime requirements. According to the Wage and Hours Division of the US Department of Labor, only "bona fide executive, administrative, professional, and outside sales employees" who meet certain requirements are exempt from minimum wage and overtime laws.

Non-exempt Employee: An employee who is entitled to the minimum wage and/or overtime pay protections of the Fair Labor Standards Act (FLSA).

Types of Leave Requests:

Annual Leave Policy:  

http://www.ndus.nodak.edu/makers/procedures/hr/?SID=25&PID=227&re=d

Sick Leave Policy:  

http://www.ndus.nodak.edu/makers/procedures/hr/default.asp?SID=26&PID=228&re=d

Long-term Leave:  

http://und.edu/finance-operations/_files/docs/3-8-long-term-fmla-leave.pdf

Leave without Pay:  

http://und.edu/finance-operations/_files/docs/3-5-leave-without-pay.pdf

Other Paid Leave:  

http://www.ndus.nodak.edu/makers/procedures/hr/default.asp?SID=39&PID=241&re=d

Policies:
LEAVE VERIFICATION

Policy
Supervisors will be responsible for reconciling the completed “Salaried Leave & Overtime Reporting Form” each pay period against the data entered in PeopleSoft HRMS by the UND Human Resources & Payroll Services Office. If any discrepancies appear, the employee and/or supervisor may contact the EHD Dean’s Office to assist in rectifying the discrepancy.

Procedure
The EHD Dean’s Office will train all supervisors of benefited staff employees on how to navigate PeopleSoft HRMS in order to reconcile the “Salaried Leave & Overtime Reporting Form.” Employees are also responsible for reconciling their leave slips against their Leave Balances in Self Service in PeopleSoft HRMS; the EHD Dean’s Office is responsible for providing training and assistance as needed.

EHD LEAVE TRACKING POLICIES AND PROCEDURES

Policy: An employee must request leave in advance from his/her department chair. If an advance request is not possible, for example, an unanticipated illness or emergency, the employee is responsible for notifying his/her direct supervisor as soon as possible. A “leave” designation is required and must be processed if the employee is absent from the workplace for non-work-related activities for more than 15 minutes.

If the department chair is unavailable at the time of the request, the employee is responsible for notifying the absence to the EHD Dean’s Office. Written notification of a leave (e.g., through an email or a memo) is required.

Procedure: An employee is required to complete a “Leave Request Form” prior to taking leave. This form allows for designating the appropriate type of leave requested along with the dates and the times when the leave will begin and end. On this form, the department chair reviews and approves the leave request by signature. Leave activities should be reviewed as an ongoing part of office activities by the supervisor within two days of each pay period. To process a leave request the department chair makes two copies of the “Leave Request Form”; one for the file and one (with the original signatures) that should be delivered directly to the EHD Dean’s Office. The original “Leave Request Form” is processed from the Dean’s Office to Human Resources (HR). HR then updates PeopleSoft HRMS with the leave information from these forms.

SUBMISSION OF SALARIED LEAVE & OVERTIME REPORTING FORM

Policy
An employee must complete a “Salaried Leave & Overtime Reporting Form” within two days of the end of the pay period. For a prior arranged absence (i.e., long term medical leave) an employee must complete a “Salaried Leave & Overtime Reporting Form” prior to his/her absence. In the event an employee is not capable of completing a “Salaried Leave & Overtime Reporting Form” within two days of the end of the pay period, the employee is responsible for completing the form immediately upon his/her return to the workplace.

Department Chairs are responsible for reconciling all completed “Leave Request Forms” each pay period against the data entered in PeopleSoft HRMS by the UND Human Resources (as noted above). If any discrepancies appear, the department chair should contact the EHD Dean’s Office to resolve the discrepancy. Supervisors should review monthly absence reports to identify any problems or issues. At the “End-of-The-Year” Staff
evaluation meeting leave absences across the previous year should be discussed and any issues, if needed, should be addressed.

**Procedure**
The employee is responsible for completing a “Salaried Leave & Overtime Reporting Form” for each pay period in which he/she has been absent for more than 15 minutes from the workplace. An employee will print the completed report and present the signed original to his/her direct supervisor for review.

An employee’s department chair will reconcile the leave submitted on the report with the completed “EHD Leave & Overtime Reporting Form” and/or the other written notification or documented time(s) the employee was absent from the workplace. Upon review and approval of the completed “Salaried Leave & Overtime Reporting Form,” the department chair will forwarded the original requests and documentation forms to the EHD Dean’s Office. The Dean’s Office will make two copies of the forms, send the original form to the University Payroll Office, provide the department with a copy and a copy will be kept in the Dean’s Office. The copy of the “Salaried Leave & Overtime Reporting Form” must be submitted to the EHD Dean’s Office by the department chair, NOT the employee.

Employees are responsible to know how to navigate Manager Self-Service in PeopleSoft HRMS in order to reconcile their “Leave Request Forms.” All exempt and non-exempt employees are responsible for reconciling their leaves against their published leave balance in Self-Service PeopleSoft HRMS. The College of EHD Deans Office will provide training and assistance as needed.

**Staff/Facility Etiquette Norms:**
- Staff should maintain a presence in the building during working hours.
- Deans Office staff should be notified prior to any out-of-building absence.
- If there is a need for an out-of-office absence, the Dean’s Office should be informed in advance and permission to close the office during the absent time period should be obtained from the Dean. The phone for the “temporarily closed” office should be forwarded to the Deans Office and a note should be displayed on the temporarily closed office door indicating the absence and when the office will be re-opened.

**Requests No Longer Available:**
Compensated Time (Comp Time): Overtime or Comp Time is no longer an allowable option for benefitted or non-benefitted employees (full or part-time) in the College of EHD. Only Overtime pay is allowed if approved.