College of Education and Human Development

Guidelines for Defining and Tracking Staff Leave and Absence Requests

February 15, 2015

The Purpose of this document is to provide clarification from the College of EHD about human resources requirements managing UND policies for 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 8:00am and ends at 4:30pm. This time period includes a one hour lunch. Any variations in this 8:00am to 4:30pm workday schedule should be approved by the immediate supervisor and the immediate supervisor should seek approval from the Dean in writing for all employee workday schedule adjustments.

Types of Staff Employment:

Exempt (benefitted): **Salaried** employees (including faculty and full-time staff).

Hourly (benefitted): Hourly employees working more than 19 hours per week.

Hourly (non-benefitted): Hourly employees working 19 or fewer hours per week.

Staff Employment Examples in EHD: Administrative Officer (FE), Administrative Secretary (H), Assistant Administrative Secretary (H), Receptionist (H), Full-Time Professional Advisor (EF), Full-Time Coordinator (EF)

Types of Supervisors:

Dean, Department Chair, staff with office personnel management responsibilities

Types of Leave Requests:

**Sick Leave:** Sick leave is a benefit granted by the institution allowing employees to build a reserve of days they can use for their extended illnesses.

**Annual Leave:** Annual leave with pay is earned by staff employees.

**Other Paid Leave Options:** Funeral Leave, Jury Duty, Dependent Sick Leave, Military Leave

**FMLA (Family Medical Leave Act):** The Family and Medical Leave Act (FMLA) provides that an employer provided leave protection because of an employee’s need for leave due to a serious health condition.

EHD Leave Tracking Policies and Procedures:
Policy: An employee must request leave in advance from his/her direct supervisor. If 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 direct supervisor 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 supervisor reviews and approves the leave request by signature. Leave activities should be reviewed as an ongoing part of office activities by the employer within two days of each pay period. To process a leave request the supervisor 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.

Supervisors are responsible for reconciling every completed “Leave Request Forms” each pay period against the data entered in PeopleSoft HRMS by the UND Human Resources & Payroll Services Office (as noted above). If any discrepancies appear, the supervisor 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.

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.