



# OLD DOMINION UNIVERSITY

## University Policy

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### Policy #6040

### CLASSIFIED EMPLOYEE LEAVE REPORTING PROCEDURES

**Responsible Oversight Executive:** Vice President for Human Resources

**Date of Current Revision or Creation:** October 2, 2009

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#### A. PURPOSE

The purpose of this policy is to ensure compliance with the provisions of the Policies and Procedures Manual issued by the Commonwealth of Virginia Department of Human Resource Management (DHRM).

#### B. AUTHORITY

[Virginia Code Section 23-9.2:3, as amended](#), grants authority to the Board of Visitors to establish rules and regulations for the institution. Section 6.01(a)(6) of the [Board of Visitors Bylaws](#) grants authority to the President to implement the policies and procedures of the Board relating to University operations.

[Virginia Code Section 2.2-804, as amended](#)

The University has authority to create policies and procedures to supplement DHRM policies. This policy establishes the procedures to be followed in order to comply with numerous DHRM leave policies.

#### C. DEFINITIONS

Banner Administrative Information System - The term used to reference the SunGard information technology system, Banner® Unified Digital Campus. Banner is the administrative software system used to manage student information, financial aid, finance, and human resources at Old Dominion University.

Classified Employee – A salaried employee whose terms and conditions of employment are subject to the [Virginia Personnel Act, Code of Virginia Section 2.2-2900 et seq., as amended](#), and who is employed in a classified position.

Department of Human Resource Management (DHRM) – State agency tasked with providing policies that govern the management of the State's workforce.

Web Time Entry (WTE) - A web-based system designed to enable employees to submit hours worked and leave information electronically, eliminating the paper submission of time slips, time and attendance forms, leave activity forms, and leave reports.

#### **D. SCOPE**

This policy applies to all classified employees and their supervisors.

#### **E. POLICY STATEMENT**

The leave policies allow classified employees to take paid and unpaid leave for several reasons, such as vacation, personal illness or family-related matters. The University's leave reporting procedures promote consistent and accurate record keeping to ensure compliance with federal and state requirements.

##### Provision of Leave for Full-Time Classified Employees

Classified employees accrue annual leave, which allows them to continue to receive full pay when they take time off from work. Classified employees have two different sick leave programs. Under the accrual system, sick leave is earned each pay period, and under the Virginia Sickness and Disability Program (VSDP), classified employees are allotted a certain amount of sick leave and family/personal leave on January 10 of each year. Both types of sick leave will allow employees to continue to receive full pay when they take time off from work. Under certain conditions, classified employees may earn other paid leave, such as compensatory or overtime leave, for extra hours worked. These leave balances also may be used to take time off from work with full pay.

Employees who do not have adequate leave balances to cover necessary absences typically are placed on leave without pay. All leave taken and overtime or compensatory leave earned must be recorded via WTE or submitted to the Payroll Office on a Classified Exempt Manual Timesheet or a Classified Non-Exempt Manual Timesheet per their requirements. These manual timesheets are available on the [Office of Finance forms web page](#).

All leave time must be earned or allotted before it can be used by the employee. Employees are credited with annual leave at the end of each completed pay period of service. Employees in the accrued sick leave program are also credited with sick leave at the end of each completed pay period of service. Pay periods are the 10th through the 24th and the 25th through the 9th of each month.

All accrued sick and annual leave is not available for use until the first day of the following pay period. No leave of absence with pay shall be granted in anticipation of future leave accruals or allotments.

As far as practicable, a leave of absence with pay will be granted at the time requested by the employee. Leave shall be requested in advance and is subject to the needs of the department. When the need for or time of an absence cannot be anticipated (i.e. illness) and when conditions warrant, the supervisor may approve leave after an absence.

Payment for leave is an expenditure of State funds and employee leave records are subject to audit. No classified employee shall receive pay for any leave taken in any pay period in which there was not sufficient accumulated leave to cover the absence. Improper authorizations of leave may result in a financial obligation to the supervisor authorizing such leave. Disciplinary action may also be taken.

Provision of Leave for Part-Time Classified Employees

Part-time classified employees accrue annual leave on a prorated basis for each pay period of service. Part-time classified employees in the accrual sick leave program also receive sick leave on a prorated basis for each pay period of service. Part-time classified employees in the VSDP sick leave program receive the appropriate allotments of family/personal leave and sick leave based on each pay period of service. Part-time classified employees are also eligible for prorated community service leave, administrative leave and workers' compensation leave. The same policy and record keeping requirements apply for part-time classified employees.

**F. PROCEDURES**

Leave Record Keeping

The leave records are maintained in the WTE system. Non-exempt employees enter the hours worked and any leave taken each pay period. Exempt employees enter any leave taken – or a statement that no leave was taken – each pay period. Hours should be reported to the nearest tenth of an hour as follows:

<b>PERIOD OF ABSENCE</b>	<b>REPORTING INCREMENTS</b>
0 - 5 minutes	.0
6 - 11 minutes	.1
12 - 17 minutes	.2
18 - 23 minutes	.3
24 - 29 minutes	.4
30 - 35 minutes	.5
36 - 41 minutes	.6
42 - 47 minutes	.7
48 - 53 minutes	.8
54 - 59 minutes	.9
60 minutes	1.0

Required Approval

The employee submits the timesheet via WTE to the supervisor who can return it for correction, if necessary. When the timesheet is correct, the supervisor approves it through WTE and it is submitted to the Payroll Office. These submissions are considered electronic signatures of both the employee and the supervisor.

The employee has equal responsibility with the supervisor for submitting accurate information via WTE. Employees are subject to disciplinary action for submitting inaccurate information. And, as stated above, improper authorizations of leave may result in financial obligation to the supervisor authorizing such leave.

Certain types of leave require back-up documentation. Any required supporting documentation such as subpoenas or summons for the use of administrative leave, or military orders for military leave usage, are retained in the department files by the supervisor and are subject to audit.

### Supervisors' Responsibilities

The accurate accounting of employee work hours is no less important than the accurate accounting of cash. The supervisor is responsible for assuring that complete and accurate leave information is submitted via WTE by established deadlines. Supervisors have the authority to disapprove annual, family/personal, compensatory or overtime leave requests when sufficient leave balances are not available.

The supervisor should:

- Review the Banner Form, PWILEAV, to view employees' current leave balances;
- Review the Summary Report of Leave Balances that is distributed quarterly;
- Check for discrepancies between departmental records and Payroll Office records;
- Resolve problems concerning leave balances;
- Monitor employees' leave usage;
- Identify patterns of leave abuse and take corrective action;
- Deny leave requests, unless in an emergency, when employees do not have sufficient balances to cover the absences;
- Notify the Department of Human Resources immediately for incidents of:
  - unauthorized leave
  - extended absences due to illness
  - Family and Medical Leave Act-designated leave
  - leave without pay
  - extended leave without pay
  - return from leave without pay
  - suspension
  - separation

### **G. RESPONSIBLE OFFICER**

Vice President for Human Resources

### **H. RELATED INFORMATION**

[Department of Human Resource Management Leave Policies](#)  
[Old Dominion University's Office of Finance Web Time Entry Procedures](#)