

OLD DOMINION UNIVERSITY
University Policies and Procedures

6040 - CLASSIFIED EMPLOYEE LEAVE REPORTING PROCEDURES

Statement: The University's leave policies and procedures for classified employees comply with the provisions of the Policies and Procedures Manual issued by the Commonwealth of Virginia Department of Human Resource Management. 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, they earn sick leave each pay period and under the Virginia Sickness and Disability Program, they 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, except Recognition Leave Earned, must be recorded on the Leave Activity Reporting Form.

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 the following 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. Where the need for or time of an absence cannot be anticipated (i.e. illness) and where 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. Each department shall maintain accurate and up-to-date leave records in sufficient detail for audit. No person 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.

Leave Record Keeping:

The leave record keeping system consists of the Leave Activity Reporting Form and, for non-exempt employees, the weekly Time and Attendance Report. The Leave Activity Reporting Form should reflect leave used on a pay period basis. For non-exempt employees, the Time and Attendance Report is filled out on a weekly basis and maintained by the department. The Time and Attendance Report documents hours worked as well as leave taken. (See Hours of Work Policy, #6200). All leave used by non-exempt employees must be recorded on the Time and Attendance Report as well as the Leave Activity Reporting Form and the hours listed on the Leave Activity Reporting Form must agree with the hours on the Time and Attendance Report. Hours should be reported to the nearest tenth of an hour as follows:

PERIOD OF ABSENCE	REPORTING INCREMENTS
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 Signatures:

The employee signs and dates the Leave Activity Reporting Form with his/her full name, certifying that the information is accurate and complete. The employee has equal responsibility with the supervisor for checking the Leave Activity Reporting Form for accuracy and completeness. Employees are subject to disciplinary action for submitting false or altered Leave Activity Reporting Forms or Time and Attendance Reports. If an employee is not available to sign the Leave Activity Reporting Form by the deadline date, the supervisor should write, "employee unavailable to sign" on the employee signature line and send the form to Payroll by the due date.

The supervisor signs and dates the Leave Activity Reporting Form with his/her full name, certifying that the information is accurate and complete. (As stated above, improper authorizations of leave may result in financial obligation to the supervisor authorizing such leave.)

Leave Activity Reporting Form Distribution:

The Leave Activity Reporting Form is a three-part form and is distributed as follows:

- White copy - Payroll Office
- Yellow copy - Department
- Pink copy - Employee

The yellow copy must be retained by the department for four years.

The original copy of the Leave Activity Reporting Forms should be sent to the Payroll Office according to their yearly Payroll schedule. (A schedule will be sent to Budget Unit Directors by Payroll each calendar year listing the due dates for Leave Activity Reporting Form submission.)

Payroll must receive Leave Activity Reporting Forms in a timely manner to ensure accurate leave reporting since leave balances are printed on the employees' paycheck stubs each pay period. If a leave form is not received by the due date, employees may not have accurate balances on which to base their leave usage and time losses could occur.

Certain types of leave require back-up documentation. When the Leave Reporting Activity Form is submitted to Payroll, any required supporting documentation such as subpoenas or summons for the use of administrative leave, or military orders for military leave usage, must be attached to the Leave Activity Reporting Form. If the supporting documentation is not received within thirty days, the employee's annual leave may be charged.

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 forms are

submitted by established deadlines for all leave taken and earned by classified employees. Supervisors have the authority to disapprove annual, family/personal, compensatory or overtime leave requests when sufficient leave balances are not available. Supervisors are also responsible for completing weekly Time and Attendance Reports for all non-exempt employees.

The supervisor should:

- Sign and review Leave Activity Reporting Forms for accuracy - hours recorded to nearest tenth, correct leave codes, correct Social Security numbers, correct dates, appropriate signatures;
- For non-exempt employees, make sure the leave noted on the Leave Activity Reporting Form matches the weekly Time and Attendance Report;
- Send the original copy of the completed Leave Activity Reporting Form to the Payroll Office by the appropriate deadline each pay period;
- Review the Summary Report of Leave Balances that is distributed quarterly;
- Check for discrepancies between departmental records and Payroll records;
- Resolve problems concerning leave balances;
- Monitor employees' leave usage;
- Identify patterns of leave abuse and take corrective action;
- Not approve leave requests, unless an emergency, when employees do not have sufficient balances to cover the absences;
- Notify Human Resources immediately for incidents of:
 - * unauthorized leave
 - * extended absences due to illness
 - * FMLA-designated leave
 - * leave without pay
 - * extended leave without pay
 - * return from leave without pay
 - * suspension
 - * separation

Responsibility: Director of Human Resources
Authorization: Roseann Runte, President
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