SECTION 2.1 Attendance

Employees are expected to maintain low absenteeism rates by reporting to work on time as scheduled. Being repeatedly late for work or absent from work without good reason is grounds for disciplinary action, up to and including termination.

If you are unable to report for work during any of your assigned hours, you must notify your supervisor at or before the beginning of your shift.

If you need to leave work during your shift, approval must first be obtained from your supervisor.

EMERGENCY LEAVE:

Employees may be given leave with pay for the death of family members. Family members include the employee’s spouse, the employee's or spouse's parents (or stepparents), brothers, sisters (or stepbrothers or stepsisters), children (or stepchildren), grandparents, or grandchildren. To be eligible for emergency leave, an employee should notify the supervisor or department head immediately. Upon return to work, an official record, obituary notice, or other form of documentation to substantiate the request for paid leave may be required. The president may grant emergency leave for other reasons determined to be for good cause. (Staff Handbook)

FAMILY MEDICAL LEAVE:

The Family and Medical Leave Act of 1993 requires an employer to grant up to 12 weeks of job-protected leave to eligible employees for certain qualified medical conditions. The amount of leave granted is based on what is certified as medically necessary on the required physician statement. During an approved family and medical leave the employee receives the state contribution toward the cost of medical insurance.

Employees should contact the Benefits Section of the Human Resources Department regarding eligibility and details.

The full text of the Family and Medical Leave Policy is available in the Manual of Administrative Policies and Procedures 2.02.01.

PARENTAL LEAVE:

Employees with less than 12 months of state service or who have worked less than 1250 hours in the 12-month period immediately preceding the commencement of leave are eligible to take a parental leave of absence, not to exceed 12 weeks, provided that the
employee utilizes all available applicable paid vacation and sick leave while taking leave. If no paid leave is available, then the parental leave will be designated as unpaid leave. Parental leave is limited to and begins with the date of the birth of a natural child or the adoption or foster care placement of a child under 3 years of age.

SICK TIME:

All full-time regular employees earn sick leave beginning on the first day of employment. Sick leave is earned at the rate of eight hours for each month or fraction of a month of employment. Unused sick leave is carried forward each month and may be accumulated indefinitely. Part-time regular employees earn sick leave equivalent to the percentage of their appointed work time.

A Leave Request Form must be completed immediately upon returning to work. For scheduled medical appointments a Leave Request Form must be completed in advance.

Sick leave may be used when personal sickness, injury, or pregnancy and confinement prevent the employee’s performance of duty, for medical and dental appointments, or when the employee is needed to care for and assist a member of his immediate family who is actually ill. For purposes relating to regular sick leave, immediate family is defined as those individuals who reside in the same household and are related by kinship, adoption, or marriage, as well as foster children certified by the Texas Department of Protective and Regulatory Services. Minor children of the employee, whether or not living in the same household, will be considered immediate family for purposes of regular sick leave. An employee’s use of sick leave for family members not residing in that employee’s household is limited to the time necessary to provide care and assistance to a spouse, child, or parent of the employee who needs such care and assistance as a direct result of a documented medical condition.

To be eligible for paid sick leave during a continuous period of more than three working days, an employee must provide the supervisor with a doctor’s certificate showing a release to return to regular duty before the employee may return to work.

Supervisors who observe a pattern of absences indicating possible abuse of sick leave privileges may require a doctor’s statement before approving payment for sick leave. Continuous and frequent use of sick leave may require a medical assessment from a physician verifying that the employee is medically fit to perform the duties for which the employee was hired. Sick leave abuse or failure to provide a doctor’s statement in a timely manner may result in disciplinary action, including involuntary termination, in addition to denial of sick leave pay.

Extended sick leave may be available to employees who have become disabled to provide continued income from the time all accumulated paid leave has been exhausted through the end of the waiting period for long-term disability benefits to begin. An employee is eligible to apply for extended sick leave even if he is not enrolled in the group long-term disability program. However, under no circumstance will the extended sick leave exceed 90 calendar days. In addition to being disabled, the employee must be a long-term
employee in good standing with the university to be eligible for extended sick leave with pay.

Extended sick leave applications that have been approved by the department are routed to the Human Resources Department for review and determination of eligibility and then forwarded for additional approvals including that of the president.

VACATION TIME:

A Leave Request Form must be completed and approved in advance. Vacation will be granted when it does not conflict with the operation of the University Center & Associated Facilities.

OTHER LEAVE:

For all other leave time, refer to the Staff Handbook.

TIME RECORDS:

Each unit is responsible for maintaining accurate records of employee time worked relative to payroll reporting purposes.

The official payroll records are maintained in the University Center Administration Office.

APPROVAL

Last revised on 8/31/2012

REVIEW AND RESPONSIBILITY
Responsible party: Student Life Policy Team
Review: Every two years on or before August 31st

APPROVAL
Dr. Noel J. Clarke, Director Business Operations