

UTMB – LOGISTICS ADMINISTRATIVE POLICY HANDBOOK

Section	1	Logistics Administrative Policies	Effective	05/01/2000
Policy	1.1	Leave Administration	Revised	03/01/2004 12/01/2007

Audience:

All Logistics classified employees.

Purpose:

To provide consistent guidelines for recording and reporting all leave occurrences to protect employee's earnings if the employee is absent from work.

Policy:

All absences from work shall be documented and recorded in conformance with the requirements indicated below. All leave time must be recorded in KRONOS as Scheduled Leave, Unscheduled Leave, or Family Medical Leave.

Definitions:

Absence – time off from work that may be recorded as Scheduled or Unscheduled.

Scheduled Leave – the request to be absent is submitted for approval by close of business the previous business day, or within four (4) hours of the beginning of the leave on the same business day.

Unscheduled Leave – the request to be absent is not submitted for approval in advance as defined above.

Unscheduled Leave Occurrence (ULO) – unscheduled absence of a partial or full workday; or – unscheduled absence of a partial or full workday followed by subsequent unscheduled absences of partial or full workdays for the same reason.

Supervisor – term used by HR to indicate someone with direct reports. In Logistics it means individuals in the following Logistics roles with direct reports and responsibility for participating in the performance and disciplinary processes:

- Director
- Leader
- Manager
- Supervisor

Procedure:

To record leave time as Scheduled Leave, the request must be submitted for approval to the supervisor by close of business the previous business day, or within four (4) hours of the beginning of the leave on the same business day. Otherwise the leave will be recorded as Unscheduled Leave.

Approved by Leadership: _____

Date: _____

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It is incumbent on the employee to obtain an approval from his/her supervisor before actually taking the leave.

The supervisor does have the option to deny a leave request if normal operations will be adversely affected by the absence.

All leave time (scheduled, unscheduled, and family medical leave) must be documented on a Leave Request Form. Logon to My UTMB, Shared Administrative Services, Create Leave Request. In the event of a power outage or system downtime, leave requests will be recorded and approved using the paper Leave Request Form.

Employees may not approve their own leave request form, electronic or paper.

Employees may consult the SAS Quick Steps on the Logistics home page, Shared Administrative Services, for procedures on how to create and approve leave requests.

Leave request forms, electronic or paper, will be maintained for the period defined on the record retention schedule.

Shared Administration Services (SAS) will be responsible for entering approved leave requests into KRONOS and approving time for the pay period.

Falsification of time sheets, personnel records, or other institutional records is considered misconduct and could subject the employee to disciplinary action up to and including termination as outlined by the UTMB Handbook of Operating Procedures, HR Policy 3.10.1 Discipline and Dismissal.

See the Special Considerations section below for additional information including the reporting of Family Medical Leave.

An employee who is unable to report to work at the beginning of a scheduled work period must notify his/her supervisor by phone no later than 30 minutes after the start of the scheduled work period. The same method of notification must be used for any additional days of absence until the employee returns to work. Each day will be recorded as Unscheduled Leave time. To determine if it is an Unscheduled Leave Occurrence (ULO) please use the definition provided in this policy.

Attendance will be monitored using a rolling twelve (12) month period as defined by Logistics Policy 1.2 Attendance. Employees will be informed of their attendance rating as needed in a coaching session with their supervisor as defined in Logistics Policy 1.10 Disciplinary Process.

Employees, who have been placed on disciplinary action with a written reprimand for not meeting the attendance standard as defined by Logistics Policy 1.2 Attendance, will be required to provide a doctor's certificate for Unscheduled Leave due to illness as outlined below:

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- A doctor’s certificate must be provided for the second and each subsequent Unscheduled Leave absence due to illness during any given quarter following the date the written reprimand was delivered to the employee.
- The doctor’s certificate must include, at a minimum, the dates the employee was unable to work while under the doctor’s care and a “Return to Work” date with any restrictions noted.
- The doctor’s certificate must be submitted with the required Leave Request Form on the first day the employee returns to work.
- If the employee returns to work without the required doctor’s certificate, it will be the responsibility of the employee to obtain the certificate and submit it with the Leave Request Form for approval by the close of business that day.
- If the employee must leave work to obtain the doctor’s certificate, the leave time used to obtain the certificate will be charged to the employee’s accrued leave time (excluding sick leave) and will be recorded as Unscheduled Leave and one Unscheduled Leave Occurrence.
- If the doctor’s certificate is not provided by close of business, the absence from work will be recorded as leave without pay (LWOP).
- Although the employee’s attendance rating may improve to a satisfactory attendance rating during a quarterly review period, the employee will still be required to provide a doctor’s certificate until the employee has maintained a satisfactory attendance rating for a rolling twelve (12) month period. Refer to Logistics Policy 1.2 Attendance for additional information.

Special Considerations:

Type of Leave	Requirements
Vacation and Personal Holidays HR Policy 3.9.9	Complete a Leave Request Form and obtain approval in advance. Teamwork schedule and coverage must be considered.
Sick Leave HR Policy 3.9.8	An employee may <u>schedule</u> sick leave for a doctor or dentist appointment for the time needed to complete the appointment, including travel time, by completing a Leave Request Form and obtaining approval in advance. An employee may <u>schedule</u> sick leave time for planned hospitalization by completing a Leave Request Form and obtaining approval in advance. Planned hospitalization requires a statement by the attending physician.
WCI HR Policy 3.11.1	On the job injuries must be appropriately documented. With appropriate documentation, leave time due to on the job injuries will be recorded as Scheduled Leave. Contact Shared Administration Services (SAS) for assistance.

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Emergency Hospitalization	An employee must present evidence of hospital confinement upon return to work. With appropriate documentation, leave time due to hospitalization will be recorded as Scheduled Leave.
Family Medical Leave Act (FMLA) HR Policy 3.9.10	Leave due to illness that extends past the third consecutive workday will be handled in accordance with the institutional FMLA policy. FMLA Leave is not recorded as Scheduled or Unscheduled Leave. Contact Shared Administration Services (SAS) for assistance.
Parental Leave	<p>Must be used for employees who are not eligible for FMLA due to not fulfilling the length of service requirement of 12 months. Complete a Leave Request Form and obtain approval in advance. Guidelines:</p> <ul style="list-style-type: none"> • Limit of 12 weeks for birth or placement. • Length of service less than 12 months but greater than 4 ½ months. • Must continue to record while employee is placed on Leave of Absence (without pay). • Not to be used for pregnancy. <p>Time used will be charged to the employee’s accrued leave time.</p>
Foster Parent Leave	Used for meetings with DPRS concerning foster child placed in their home. Complete a Leave Request Form and obtain approval in advance. Proof of meeting must be submitted with the Leave Request. There is no limit on time. Time used will not be charged to the employee’s accrued time.
Parents Conference Leave HR Policy 3.9.8	Complete a Leave Request Form and obtain approval in advance. Maximum of 8 hours available per calendar year. Time used will be charged to the employee’s accrued sick leave time.
Emergency Leave (including Funeral Leave) HR Policy 3.9.3	Benefits-eligible employees shall be granted three (3) days emergency leave without deduction in salary because of a death in the employee’s immediate family. Days used for this purpose are not required to be consecutive. If possible notification of plans to attend a funeral should be given in advance. If prior notification cannot be given, a Leave Request Form will be completed on the first day the employee returns to work. All leave recorded as “Emergency Leave” will be recorded as Scheduled Leave.
Court Appearance HR Policy 3.7.3	<p>Complete a Leave Request Form and obtain approval in advance. Guidelines:</p> <ul style="list-style-type: none"> • Will be used if someone is called for Jury Duty. • Will be used if someone is subpoenaed to appear or testify in court. • Cannot be used if employee is an active participant in the case. • Proof of appearance is required. <p>Time used will not be charged to the employee’s accrued leave time.</p>

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Military Leave	The employee must present the summons to report for Military Duty. Contact Shared Administration Services (SAS) for additional information.
Time Off for Voting HR Policy 3.7.8	If it is not possible for an employee to vote before or after normal working hours, according to UTMB policy, a reasonable period of time may be granted to employees to exercise their right to vote. Notification should be given in advance and work group/team staffing should be considered. The time will be recorded as normal time worked.
Official Holidays HR Policy 3.9.4	The official holiday schedule is developed by UTMB administration in accordance with applicable State laws. If a Logistics area is not open and staffed to conduct business on a scheduled holiday then an employee may <u>not</u> work during the scheduled holiday with the intent to take an alternative day off in place of the scheduled holiday.
Disaster Leave	Use of Disaster Leave must be approved in advance by the UTMB President or President’s designee. Used for Hurricanes and other disasters. Time used will not be charged to the employee’s accrued leave time.
Out of Office	An employee may seek supervisor approval to travel in advance of the trip by submitting a Leave Request form in My UTMB, Shared Administrative Services. Select Other, Out of Office, and indicate the reason in the Requestor Comments Update box. Once approved SAS may record time in KRONOS for the employee in his / her absence per Logistics Policy 1.6 Employee Travel.

The team’s supervisor may encourage employees to use accrued leave time during periods of time where the team’s volume of work is extremely low. Any accrued leave time used by the employee during these periods may be recorded as Scheduled Leave.

Refer to the UTMB Institutional Handbook of Operating Procedures for additional information regarding the use of various types of accrued leave.

References:

- Logistics Policy 1.2 Attendance
- Logistics Policy 1.10 Disciplinary Process

UTMB Institutional Handbook of Operating Procedures:

- HR Policy 3.7.3 Court Appearances
- HR Policy 3.7.8 Time Off for Voting
- HR Policy 3.9.3 Emergency Leave (Including Funeral Leave)
- HR Policy 3.9.4 Official Holidays
- HR Policy 3.9.8 Sick Leave
- HR Policy 3.9.9 Vacation and Personal Holidays
- HR Policy 3.9.10 Family and Medical Leave

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HR Policy 3.10.1 Discipline and Dismissal

HR Policy 3.10.2 Appeals

HR Policy 3.10.3 Grievance

HR Policy 3.11.1 Worker's Compensation Insurance