Leave and Time Administration for New Employees

Presented by Theressa Graham, Leave Coordinator
Leave and Time Administration

Agenda

- Types of Leave
- FLSA Regulations
- Reporting Requirements
- Provide Resources
Disclaimer

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Leave and Time Administration
Types of Leave

- Holidays
- Vacation
- Sick
- Community Service
- Civil
- Military
- Leave without Pay
- Family Medical Leave (FMLA)

- Family Illness
- Voluntary Shared Leave
Leave and Time Administration

Holidays

- 12 Paid Holidays per Year
- Available at [http://www.uncfsu.edu/hr/policies/holiday-schedule](http://www.uncfsu.edu/hr/policies/holiday-schedule)
- University closure between Christmas and New Years
Leave and Time Administration

Vacation Leave

- Accrual Schedule
- Requires Supervisor Approval
- Maximum Accrual
  - 240 hours (30 days)
  - Through December 31
  - Excess is converted to sick

Usage

Payout

<table>
<thead>
<tr>
<th>SPA Employees</th>
<th>Years of Service</th>
<th>Granted Each Year</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Less than 5 years</td>
<td>9.20 hrs/month/14 days</td>
</tr>
<tr>
<td></td>
<td>5 but Less than 10</td>
<td>11.20 hrs/month/17 days</td>
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<tr>
<td></td>
<td>10 but Less than 15</td>
<td>13.20 hrs/month/20 days</td>
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<tr>
<td></td>
<td>15 but Less than 20</td>
<td>15.20 hrs/month/23 days</td>
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<tr>
<td></td>
<td>20 years or more</td>
<td>17.20 hrs/month/26 days</td>
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EPA Employees

- 2 days per month for Senior Administrators
- 2 days 1hr 20min per month for other Administrators
Leave and Time Administration

Sick Leave

- **Accrual**
  - 8 hours/month

- **Requires Supervisor Approval**

- **Usage**
  - Illness/injury
  - Medical appointment
  - Up to 30 days for adoption
  - Bereavement
  - Donation of leave to family member qualified for shared leave

- **No Payout Provisions**
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Community Service Leave

- **Purpose**
  - Meet teacher or administrator concerning child
  - Attend non-athletic school function in which child participates
  - Perform school-approved volunteer work
  - Tutoring or mentoring in school
  - Perform service for community service organization

- **Child:** Biological, Adopted, Foster, Step, Legal Ward, Child of employee standing in Loco Parentis

- **School:** Child Care Program, Elementary, Middle, or High School

- **Community Service Organization:** Non-Profit, Non-Partisan, Designated IRS Code 501(c)(3)
Leave and Time Administration
Community Service Leave

- Tutoring and Mentoring
  - Used exclusively for tutoring or mentoring students in accordance with established standards, rules, and guidelines as determined by joint agreement with FSU and the school.

- Accrual
  - 24 hours, pro-rated for new hires
  - 36 hours for tutoring and mentoring, pro-rated for new hires
  - Credited each January 1
  - No Rollover Provision
  - No Payout Provision
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Civil Leave

- Paid Leave
- Notify supervisor and provide supporting documentation
- Eligible
  - Jury Duty
  - Subpoena as witness
- Ineligible
  - Plaintiff/Defendant
  - Voting
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Military Leave

- Paid Leave
- Unpaid Leave also Available
- Eligible
  - Training or other required purposes
- Maximum Leave
  - 120 hours each Federal FY (October - September)
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Leave Without Pay

- Examples
  - Illness
  - Education
  - Vacation

- Submit Written Request
  - Include reason and time period

- Approved by Human Resources
Leave and Time Administration
Family and Medical Leave (FMLA)

- Eligibility
  - Work 12 cumulative months
  - Work 1040 hours

- Entitlement
  - 12 weeks in 12-month period
  - 26 weeks for service member

- Qualifying Reasons
  - Serious health condition - Self, Child, Spouse, or Parent
  - Pregnancy, prenatal medical care, or child birth
  - Care of child following child birth, or placement for adoption or foster care
  - Military Leave Entitlements

- Employment and Benefit Protection

- Approved by Human Resources
Leave and Time Administration
Family and Medical Leave (FMLA)

Process

- Notify 30 days in advance; as soon as practical if unplanned
- Eligibility notice is mailed to employee within 5 days
- Employee gets the physicians certification completed and returned within 15 calendar days
- FMLA designation is mailed to employee within 5 days
Leave and Time Administration

Family Illness Leave

- **Eligibility**
  - Permanent, probationary, trainee or time-limited appointment,
  - 12 months State Service, and
  - Pay status at least 1040 hours during previous 12 months

- **Purpose**
  - Extended time to care for child, spouse, or parent
  - Excludes employee

- **Entitlement**
  - May be eligible for up to 52 weeks over 5 year period

- **Unpaid Leave**

- **Approved by Human Resources**
Leave and Time Administration
Voluntary Shared Leave

- **Eligibility**
  - Permanent, probationary, trainee or time-limited employee
  - Based upon past compliance with leave rules

- **Purpose**
  - Assist fellow state employees

- **Sick Leave**
  - Family member who is State employee
  - Maximum donation: 5 days/40 hours to one family member
  - State employee can donate sick leave balance to another State employee
  - Shall not exceed 20 days combined from non-family members
  - Shall not be used for retirement purposes

- **Vacation Leave**
  - FSU or Other State employees

- **Approved by Human Resources**
Leave and Time Administration

General Leave Policy

- **Offsetting**
  - Hours worked in excess of the employee’s established work schedule shall be used to offset leave reported in the same overtime period

- **Cascading**
  - Compensatory time must be used prior to any vacation/bonus leave is taken
Leave and Time Administration

FLSA Regulations

- **Employee Classifications**
  - Exempt vs. Non-Exempt

- **Hours Worked** (for SPA Non-Exempt Employees)
  - Established by Supervisor
  - Meal Time Break

- **Overtime**
  - Eligibility
    - SPA Non-Exempt Employees
    - SPA Exempt and EPA Employees are not eligible
  - Approved in advance by supervisor
  - Compensated with compensatory time at 1.5
  - Must be used within 12 months of accrual
  - Must be entered in Smart Time
  - All employees must read, sign, and return the Overtime Agreement Form
Leave and Time Administration
Timesheets/Leave Reports

❖ Who
  ➢ SPA Non-Exempt and Exempt Employees
  ➢ EPA Employees, who accrue leave
  ➢ Law Enforcement Officers

❖ Process
  ➢ SPA Non-Exempt Employees: Enter hours worked and leave taken during 2-week period
  ➢ SPA Exempt Employees: Report leave taken during the month; or certify they have not taken any leave during the month
  ➢ EPA Employees, who accrue leave: Report leave taken during the month; or certify they have not taken any leave during the month
Leave and Time Administration

Timesheets/Leave Reports

- **Employee Submission Deadlines**
  - SPA Non-Exempt Employees: 10:00 am, Monday following end of 2-week reporting period
  - SPA Exempt Employees: 5:00 pm, 1st day of the following month
  - EPA Employees: 5:00 pm, 1st day of the following month
  - LEO:

- **Approval Deadlines**
  - SPA Non-Exempt Employees: 4:00 pm, Monday following end of 2-week reporting period
  - SPA Exempt Employees: 5:00 pm, 5-days after the last working day of the calendar month
  - EPA Employees: 5:00 pm, 5-days after the last working day of the calendar month
  - LEO
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Resources

- Human Resources website:  www.uncfsu.edu/hr
- FSU Policies:  http://www.uncfsu.edu/hr/policies

- Human Resources Personnel
  - Leave Coordinator, Theressa Graham, 910-672-1823, tgraham1@uncfsu.edu
  - HR Services Manager, Kristie Juda, 910-672-1828, kjuda@uncfsu.edu