

Leave Administration Policies, Procedures, and Guidelines

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PLEASE NOTE: This document is a general information publication only and is intended as reference material for university employees with timekeeping responsibilities. It is not intended to nor does it contain all rules, regulations, collective bargaining provisions, or statutes concerning leave accrual, usage, and administration. You are asked to review the appropriate law, rule, regulation or collective bargaining agreement for complete information. You may also confer with the Office of Human Resources should you have questions or need assistance. In the event anything in this document is inconsistent with rules, regulations, collective bargaining provisions, or statutes governing leave accrual, usage or administration, the rule, regulation, collective bargaining provisions, or statute shall apply and supersede the information contained in this document.

This document is produced by the [Offices of Human Resources](#) and [Academic Affairs](#).

Vacation and Sick Leave Accrual and Eligibility

Classified Employees

Vacation Leave

- Vacation leave accrual begins immediately upon employment, prorated for the portion of the month the employee is in paid status.
- Vacation leave is accrued to the employee on the last day of the month and **is available for use the first day of the next calendar month**, following the initial six full calendar months of service for a full-time classified employee. A part-time classified employee may also use vacation leave after six full calendar months.
- **Vacation leave is not available for use until the 1st of the month following the month or pay period in which it was earned.**
- Vacation leave accrual rate is based on the classified employee's years of service and is prorated according to his/her appointment percentage. See Article 49, Vacation Leave, in the OUS/SEIU collective bargaining agreement (see **References**) for accrual rates.
- Vacation leave may accumulate to a maximum of 250 hours. Hours accrued in excess of this amount are forfeited by the classified employee and cannot be reinstated.
- Vacation leave is earned during sick leave with pay and during other periods of paid leave.
- A classified employee may not borrow vacation leave against future vacation leave accrual.
- A classified employee who terminates employment or is laid off is entitled to compensation for his/her unused vacation leave balance to a maximum of 250 hours at his/her current rate of pay.
- A classified employee who terminates employment before completing the six-month wait period will not receive vacation leave nor will he/she be compensated for vacation leave accrued.
- Vacation leaves are scheduled with the approval of the classified employee's supervisor and should be planned cooperatively with the employee, in such a manner as to minimize disruption to the organization. Supervisors must be reasonable in allowing the use of vacation leave and may not unreasonably deny vacation requests where the result would be the forfeiture of accrued vacation. Additional considerations are outlined in the OUS/SEIU collective bargaining agreement (see **References**).
- A classified employee must use all of their leave balances prior to going on authorized leave without pay, as approved by his/her supervisor, if the leave is for reasons other than those identified as eligible for sick leave use in the collective bargaining agreement, Article 40, Sick Leave, in the OUS/SEIU collective bargaining agreement (see **References**).
- Intermittent and seasonal classified employees: see Article 49, Vacation Leave, Section 1, of the OUS/SEIU collective bargaining agreement for information on vacation leave accrual computation for intermittent and seasonal classified employees.
- If a retiree is hired into a leave eligible classified position, he/she begins employment with zero (0) vacation leave accrual balances regardless of their previous employment at the University, if any. The six-month wait period applies before leave is available for usage.

Sick Leave

- Sick leave accrual begins immediately upon employment, prorated for the portion of the month the employee is in paid status.
- **Sick leave is not available for use until the 1st of the month following the month or pay period in which it was earned.**

- Actual time worked and all leave with pay, except for educational leave, is counted in determining the prorated accrual of sick leave credits each month.
- There is no limit to the amount of sick leave that may be accrued by a classified employee.
- Sick leave is to be used for any period of absence from employment which is due to the classified employee's illness, bodily injury, disability resulting from pregnancy, necessity for medical or dental care, attendance at an employee assistance program, exposure to contagious disease, attendance upon members of the employee's immediate family (employee's parents, wife, husband, children, brother, sister, grandmother, grandfather, son-in-law, daughter-in-law or another member of the immediate household) where the employee's presence is required because of illness or death in the immediate family of the employee or the employee's spouse. The employee has the duty to insure that he/she makes other arrangements, within a reasonable period of time, for the attendance upon children or other persons in the employee's care.
- Certification of a physician or practitioner may be required to support the classified employee's claim for sick leave if the employee is absent in excess of seven days, or if the University has evidence that the employee is abusing sick leave privileges. The University may also require such certification from the employee to determine whether the employee should be allowed to return to work where the employee's return to work would be a potential health hazard to either the employee or to others.
- A classified employee who is in paid status for less than 1.0 FTE for the month will accrue sick leave with pay on a prorated basis.
- A classified employee who has been separated from OSU/OUS service and returns to a position in the bargaining unit within two years will have unused sick leave accrued during previous employment restored.
- A classified employee who terminates employment is not entitled to compensation for his/her unused sick leave balance.
- A classified employee must use all of their leave balances if they exhaust their sick leave, if the period of absence is for reasons identified in the collective bargaining agreement, Article 40 – Sick Leave, prior to going on authorized leave without pay.
- See the section **Other Leaves** for information regarding hardship leave for classified employees.
- If a retiree is hired into a leave eligible classified position, he/she begins their employment with zero (0) sick leave accrual balances regardless of their previous employment at the University, if any. Sick leave is available for usage, as outlined in this section.

Unclassified Employees

Vacation Leave

- An unclassified employee appointed into a 12-month appointment at 0.50 FTE or above will receive vacation leave accrual, proportional to the employee's appointment percentage, at the rate of 15 hours per month.
- An unclassified employee appointed into a 9-month appointment is not eligible to receive vacation leave accrual.
- A leave eligible unclassified employee who is FLSA exempt must use the appropriate type of accrued leave or, if they do not have leave, be placed on leave without pay if he/she is not engaged in assigned work responsibilities during their professional workweek.
- Vacation leave accrual begins the first of the month following date of hire or on the first of the month if the unclassified employee was hired on the first working day of the month.
- Vacation leave accrued is available for usage following six full calendar months of service. The six full calendar months of service do not have to be continuous (i.e., employee goes on leave without pay during first six months of employment, time worked before and after the leave is counted toward the six full calendar months of service).

- **Vacation leave is not available for use until the 1st of the month following the month or pay period in which it was earned.**
- Vacation leave may accumulate to a maximum accrual of 260 hours. Hours accrued in excess of this amount are forfeited by the unclassified employee and cannot be reinstated.
- Vacation leaves are scheduled with the approval of the unclassified employee's supervisor and should be planned cooperatively with the employee, in such a manner as to minimize disruption to the organization. Supervisors must be reasonable in allowing the use of vacation leave and may not unreasonably deny vacation requests where the result would be the forfeiture of accrued vacation.
- A 9-month unclassified employee appointed to a 12-month appointment receives credit for the previous 9-month appointment period on a pro-rata basis if there has not been a break in service between the 9 and 12 month appointments.
- An unclassified employee may not borrow vacation leave against future vacation leave accrual.
- An unclassified employee who terminates employment before completing the six month wait period will not receive vacation leave nor will they be compensated for vacation accrued.
- An unclassified employee who terminates employment is entitled to compensation for his/her unused vacation leave balance to a maximum of 180 hours at his/her current rate of pay.
- Accrual of vacation leave is adjusted on a prorated basis for periods of leave without pay, sabbatical leave, and educational leave.
- An unclassified employee is not permitted to transfer vacation leave for use by another employee, either classified or unclassified.
- If a retiree is hired into a leave eligible unclassified position, he/she begins their employment with zero (0) vacation leave accrual balances regardless of their previous employment at the University, if any. The six-month wait period applies before leave is available for usage.

Sick Leave

- An unclassified employee appointed at 0.50 FTE or above receives sick leave accrual, proportional to the employee's appointment percentage, at the rate of 8 hours per month.
- Sick leave accrual begins immediately upon employment, prorated for the portion of the month the unclassified employee is in paid status.
- An unclassified employee whose appointment is less than .50 FTE is not eligible to accrue sick leave, but is eligible to use a prorated portion, based on current FTE, of sick leave accrued but unused while previously employed at .50 FTE or more. **Note: This action must be entered by the Office of Human Resources into Banner HRIS.**
- A 9-month academic year unclassified employee employed .50 FTE or more who is appointed to an academic wage appointment during summer session is eligible to accrue and use sick leave during the summer appointment. Accrual rate and usage rules are the same as those that apply during the regular academic year.
- A 9-month academic year unclassified employee employed less than .50 FTE on an academic wage appointment during summer session is not eligible to accrue sick leave, but is eligible to use a prorated portion of sick leave earned but unused while previously eligible to accrue leave. **Note: This action must be entered by the Office of Human Resources into Banner HRIS.**
- **Sick leave is not available for use until the 1st of the month following the month or pay period in which it was earned.**

- Sick leave is earned during sick leave with pay and during other periods of paid leave.
- Sick leave is not earned or used during sabbatical leave, educational leave, or leave without pay.
- Unclassified employees hired only to teach or work during summer session are not eligible to accrue or use sick leave.
- There is no limit to the amount of sick leave that may be accrued by an unclassified employee.
- An unclassified employee who has earned sick leave must use his/her sick leave accrual for any period of absence from service that is due to the employee's illness, injury, disability resulting from pregnancy, necessity for medical or dental care, exposure to contagious disease or attendance upon members of the employee's immediate family (employee's parents, spouse, children, brother, sister, grandmother, grandfather, son-in-law, daughter-in-law or another member of the immediate household) where the employee's presence is required because of illness or death in the immediate family of the unclassified employee or the employee's spouse. As an alternative, the employee may submit a request to be on sick leave without pay, upon approval of his or her dean, director or department head. The University may require a physician's certificate to support the sick leave claim for any absence in excess of fifteen consecutive calendar days or for recurring sick leave use. The University may require a physician's certificate before allowing the unclassified employee's return to work to certify that the return would not be detrimental to the unclassified employee or to others.
- An unclassified employee who terminates employment is not entitled to compensation for his/her unused sick leave balance.
- An unclassified employee cannot be returned from leave without pay solely for the purpose of being put on sick leave to be in paid status for benefits eligibility.
- Sick leave without pay: An unclassified employee may make a written request to the Vice Provost for Academic Affairs to be on sick leave without pay for up to one year when he/she has used all accrued sick leave with pay. The employee must submit a written request for the leave and is required to submit a physician's certificate attesting to the need for the requested leave period. Approval of such a request is at the discretion of the Vice Provost for Academic Affairs. Absences covered under the Federal Family and Medical Leave Act (FMLA) may have additional requirements for medical certifications.
- Unearned sick leave advance: A full-time tenured or tenure-track employee may receive a sick leave with pay advance as needed to provide the difference between sick leave earned at the onset of an illness or injury and 520 hours. A part-time tenured or tenure-track employee may receive a sick leave with pay advance proportional to his/her FTE. As sick leave is earned, the amount shall replace any sick leave advanced until all advanced time is replaced with earned time. No more than a 520 hour sick leave advance is available during a seven year period beginning with the first sick leave advance. A fixed-term unclassified employee may receive an advance so long as it does not 1) extend beyond the end date of their current appointment and 2) it can be repaid before the end of their current appointment, except upon written approval of the Vice Provost for Academic Affairs.
- An unclassified employee is not permitted to transfer sick leave for use by another employee, either classified or unclassified.
- If a retiree is hired into a leave eligible unclassified position, he/she begins their employment with zero (0) sick leave accrual balances regardless of their previous employment at the University, if any. Sick leave is available for usage, as outlined in this section.

Academic Wage Appointment Employees – Salaried

- A salaried academic wage appointment employee appointed at 0.50 FTE or above for a period of 90 days or longer, receives vacation and sick leave accrual, proportional to the employee's appointment percentage, at the rates outlined for an unclassified employee.

- Vacation leave accrual begins the first of the month following date of hire or on the first of the month if the academic wage employee was hired on the first working day of the month.
- Vacation leave accrued is available for usage following six full calendar months of service.
- Vacation leave is accrued on the last day of the month and is available for use the first day of the next month, following the initial six full calendar months of service. Vacation leave cannot be used the same month in which it is earned.
- Sick leave accrues on the last day of the month and is available for use the first day of the next month. Sick leave cannot be used in the same month in which it is earned.
- A salaried academic wage appointment employee (non-returning retiree) is entitled to compensation for his/her unused vacation leave (up to 180 hours) upon completion of the appointment, termination or resignation if he/she has completed the six-month wait period. A returning retiree appointed to a salaried academic wage appointment does not receive terminal vacation payout upon termination from the academic wage appointment due to PERS retirement eligibility constraints.
- Should an academic wage employee move directly from a salaried academic wage appointment to a regular classified or unclassified appointment, his/her leave balances will be transferred to his/her regular appointment. These balances are available to the academic wage employee for use without a waiting period *if* the employee has already been employed in an academic wage appointment for six full calendar months immediately preceding the regular appointment. If not, the employee must fulfill the six month wait period before they may use accrued leave.
- A 9-month unclassified employee appointed to a salaried academic wage appointment solely for teaching summer session courses is not eligible to accrue or use vacation or sick leave.
- If a retiree is hired into a leave eligible academic wage appointment position, he/she begins their employment with zero (0) sick leave accrual balances regardless of their previous employment at the University, if any. Sick leave is available for usage, as outlined in this section.

Academic Wage Appointment Employees – Hourly

- An hourly academic wage appointment employee appointed at 0.50 FTE or above for a period of 90 days or longer, receives vacation and sick leave accrual, proportional to the employee's appointment percentage, at the rates outlined for an unclassified employee.
- An hourly academic wage appointment employee (non-returning retiree) is entitled to compensation for his/her unused vacation leave (up to 180 hours) upon completion of the appointment, termination or resignation. A returning retiree who is appointed in an hourly academic wage appointment does not receive terminal vacation payout upon termination from the academic wage appointment due to PERS retirement eligibility constraints.
- If a retiree is hired into a leave eligible academic wage appointment position, he/she begins their employment with zero (0) sick leave accrual balances regardless of their previous employment at the University, if any. Sick leave is available for usage, as outlined in this section.

Temporary Employees

- Temporary employees are ineligible to receive vacation and sick leave accrual.

Courtesy and Affiliate Faculty

- Courtesy and Affiliate Faculty are ineligible to receive vacation and sick leave accrual.

Graduate Assistant and Student Employees

- Graduate Assistants and student employees are ineligible to receive vacation and sick leave accrual.

Vacation and Sick Leave Accrual and Eligibility for an Employee Holding Multiple Positions

Employed in Multiple Classified Positions

- Vacation and sick leave is accrued based on the total aggregate appointment percent of the multiple classified positions held by the employee. If the aggregate is less than 1.0 FTE, then vacation and sick leave accruals are prorated.

Employed in Multiple Unclassified Positions

- One position must be leave-eligible in order for leave accrual to be credited to the employee.

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| Example 1 | Position 1 = 0.50 FTE (leave eligible position) Position 2 = 0.25 FTE (leave ineligible position) <i>Faculty member is leave eligible and leave will accrue at 0.75 FTE.</i> |
| Example 2 | Position 1 = 0.25 FTE (leave ineligible position) Position 2 = 0.25 FTE (leave ineligible position) <i>Faculty member is not eligible for leave accrual.</i> |
| Example 3 | Faculty member holding a 12-month, 1.0 FTE appointment goes on sabbatical as follows: .25 FTE active and in pay status (leave ineligible) .75 FTE on sabbatical leave (leave eligible) <i>Faculty member is leave eligible and vacation leave will accrue at 1.0 FTE.</i> |

Employed in a Classified Position and an Unclassified Position

- Classified and unclassified positions do not aggregate for determination of leave eligibility or accrual rate. Eligibility is determined by the terms and conditions of the employment type for the position – either classified or unclassified.
- A classified position accrues leave on a prorated basis based on appointment percentage.
- An unclassified position must be leave eligible (0.50 FTE or above) in order to accrue leave. Leave accrues on a prorated basis based on appointment percentage. An employee in a 12-month position is eligible to accrue vacation and sick leave; an employee in a 9-month position is eligible to accrue sick leave only. Refer to the section **Unclassified Employee – Vacation and Sick Leave Accrual and Eligibility**. **Note: Contact the Office of Human Resources before appointing an employee into both a classified and unclassified position.**

Transfer of Leave Balances

From Classified Leave Eligible Position to Unclassified Leave Eligible Position (at OSU)

- The employee may transfer up to 80 hours of his/her unused vacation leave balance to the receiving department. The receiving department may elect to accept up to 250 hours of vacation leave.
- The former classified employee will receive cash compensation from the sending department for any remaining accrued vacation leave beyond 80 hours that is not transferred. This payout is not optional for the sending department.
- The former classified employee may use accrued vacation leave without serving a six month wait period.
- Employees are entitled to transfer all unused sick leave earned providing there has not been a break in service that exceeds two years.

- Unused exchange time accrued as a classified employee is forfeited upon transfer. Compensatory time accrued as a classified employee will be paid out by the sending department to the employee at the time of transfer at the employee's current rate of pay. Personal leave is forfeited upon transfer to an unclassified position.

From an Unclassified Leave Eligible Position to Classified Leave Eligible Position (at OSU)

- The employee may transfer up to 80 hours of his/her unused vacation leave balance to the hiring department. The hiring department may elect to accept up to 250 hours of vacation leave.
- The former unclassified employee will receive cash compensation from the sending department for any remaining accrued vacation leave beyond 80 hours that is not transferred.
- Vacation accrued during the first six months of the classified position may not be used until the seventh month of service. If the employee has transferred vacation leave hours from their former unclassified position, he/she may use these hours during the six month wait period, if approved by their supervisor.
- Employees are entitled to transfer all unused sick leave balance, including sick leave earned in unclassified service, provided the break in service upon transfer has not exceeded two years.

From a Classified Leave Eligible Position to a Different Classified Leave Eligible Position (at OSU)

- The full amount of the classified employee's vacation leave, sick leave, compensatory time, exchange time, and personal leave accrual balances transfer with the employee to the new classified leave eligible position.

From an Unclassified Leave Eligible Position to a Different Unclassified Leave Eligible Position (at OSU)

- The unclassified employee's vacation leave, sick leave, and compensatory time accrued balances transfer with the employee to the new unclassified leave eligible position.

Employees Transferring between OUS Institutions

From a Classified Leave Eligible Position to an Unclassified Leave Eligible Position

- The hiring institutional department is required to accept up to 80 hours of vacation leave accrual, and may accept up to 250 hours of vacation leave accrual. The former classified employee will be paid out his/her remaining accrued vacation leave. The former classified employee may use accrued vacation leave without serving a six month wait period as an unclassified employee.
- The full balance of the employee's sick leave accrual is transferred to the hiring institutional department.

From an Unclassified Leave Eligible Position to an Classified Leave Eligible Position

- The hiring institutional department is required to accept up to 80 hours of vacation leave accrual, and may accept up to 250 hours of vacation leave accrual. The former unclassified employee will be paid out his/her remaining accrued vacation leave. The former unclassified employee may not use accrued vacation leave without serving a six month wait period as a classified employee.
- The full balance of the employee's sick leave accrual is transferred to the hiring institutional department.

From an Unclassified to an Unclassified Position

- If a vacation leave eligible unclassified employee is transferring to another vacation leave eligible unclassified position, all accrued vacation leave credits will be transferred to the new position in the hiring OUS institution. If, however, there is a break in service of more than 30 days between the end of the former position and the beginning of the new position, all accrued vacation leave will be paid out up to the maximum of 180 hours by the sending institution and the employee will be considered a new hire at the hiring institution.
- The full balance of the unclassified employee's sick leave accrual is transferred to the hiring institution department, regardless of the length of a break in service, if any.

From a Classified to a Classified Position

- The hiring institution is required to accept 80 hours of vacation leave accrual, and may accept up to 250 hours of vacation leave accrual. The classified employee will be paid, by the losing department, the portion of accrued vacation leave not transferred.
- The full balance of the classified employee's sick leave accrual is transferred to the hiring institution, regardless of the length of a break in service, if any.
- The full balance of the classified employee's personal leave balance is transferred to the hiring institutional department if there is no break in service.
- The classified employee's compensatory time or exchange time does not transfer to the hiring institutional department. The employee will be paid by the sending institution all accrued compensatory time. Exchange time is not compensable.

Employees Transferring to OSU from a Non-OUS State Agency Classified Employee

- Vacation and sick leave cannot be transferred to OSU.

Unclassified Employee

- Vacation leave cannot be transferred to OSU.
- Sick leave may be transferred if the unclassified employee's break in service has not exceeded two years.

Employees Transferring from OSU to a Non-OUS State Agency Classified and Unclassified Employees

- Vacation and sick leave transfer to the receiving non-OUS state agency is governed by the gaining agency's rules, policies, and collective bargaining agreements, as applicable.

Employee to Employee (at OSU)

- A classified employee may transfer vacation and compensatory leave to another eligible University classified employee for use as sick leave through the hardship leave provisions of the collective bargaining agreement. See the section ***Other Leaves*** for information regarding hardship leave for a classified employee.
- An unclassified employee is not permitted to transfer leave to another employee, unclassified or classified.

Vacation Leave Accrual Payout

Classified and Unclassified Employees

- An employee (classified or unclassified) who terminates employment before completing the six-month wait period, as specified by their employment type, is not eligible to receive vacation leave accrual and, therefore, is not eligible for vacation leave accrual payout.
- If a classified or unclassified employee has completed the six-month wait period and terminates employment or retires, he/she must be paid their vacation leave accrual balances by their department(s), up to the applicable maximum pay-out balance.
- If a classified or unclassified employee transfers to a leave ineligible position (such as 9-month, graduate assistant, student, less than 0.50 FTE, temporary, etc.), they must be paid their vacation leave accrual balances by their department(s), up to the applicable maximum pay-out balance.
- If an employee is retiring and being appointed to a 1039 hour academic wage appointment or temporary position, he/she must be paid their vacation leave balances as noted above.

- An unclassified employee must repay his/her vacation pay-out if he/she returns to a vacation leave eligible unclassified position within 30 days of the date of his/her termination date; the employee's vacation leave balance is then reinstated. This provision is not applicable or available to a classified employee.
- An unclassified employee paid on grant, contract, or gift funds should be provided an offer letter or contract renewal letter that specifies that their appointment period may be determined by the availability of funding designated to cover their salary and benefits. (See the **References** section below for the website location of these model letters.) If grant/contract/gift funds are exhausted prior to the originally anticipated contract end date, as noted in the employee's letter, the department/unit may adjust the employee's last work day in order to have sufficient funds to cover the employee's salary and benefits, including terminal vacation payout.

Retirees

- Returning retirees who are appointed into an academic wage appointment do not receive terminal vacation payout upon termination due to PERS retirement eligibility constraints.

Vacation and Sick Leave Usage while on Leave of Absence

Classified Employees

- A classified employee must use all available leave, including sick leave, before going on leave without pay that has been authorized by his/her supervisor (unless leave usage is for reasons other than defined in the collective bargaining agreement, Article 40, Section 2, Utilization of Sick Leave With Pay). If the employee will be on leave without pay for more than ten (10) consecutive work days, the timekeeper needs to submit the appropriate form to put the job on leave.

Unclassified Employees

- An unclassified employee who has earned sick leave must use it for any period of absence as defined in OAR 580-021-0040 (2). Should the employee exhaust all of his/her accrued sick leave with pay, he/she may make a written request to the Vice Provost for Academic Affairs to be on sick leave without pay for up to one year (refer to OAR 580-021-0040 (4)). The employee must submit a physician's certificate attesting to the need for the requested leave period. Approval of such a request is at the discretion of the Vice Provost for Academic Affairs. Absences covered under the Federal Family and Medical Leave Act (FMLA) may have additional requirements for medical certifications. If the employee will be on leave without pay for more than ten (10) consecutive work days, the timekeeper needs to submit the appropriate form to put the job on leave.

Unclassified Employees on Sabbatical Leave

- While an unclassified employee is on sabbatical leave, vacation leave is accrued at a prorated amount on the portion of the employee's position that is in regular, active status if this portion meets eligibility criteria.
- Sick leave is not earned nor may it be used by an unclassified employee on sabbatical leave.

Status of Prior Leave Balances Upon Return to Employment

Former Classified or Unclassified Employees Returning to OSU Within Two Years

Into a Leave Eligible Classified Position

- Sick leave balances are reinstated and may be used immediately by a classified employee.
- Sick leave accrues on the last day of the month and is available for use by a classified employee on the first day of the next month. It cannot be used in the same month in which it is accrued. Prior unused sick leave balances are reinstated upon the employee's return, if within two years, and may be used immediately by the employee.

Into a Leave Eligible Unclassified Position

- Sick leave balances are reinstated and may be used immediately by an unclassified employee.

- Sick leave accrues on the last day of the month and is available for use by an unclassified employee on the first day of the next month. It cannot be used in the same month in which it is accrued. Prior unused sick leave balances are reinstated upon the employee's return and may be used immediately by the employee.

Former Classified or Unclassified Employees Returning to OSU After a Two Year Break in Service Into a Leave Eligible Classified Position

- Sick leave accrues on the last day of the month and is available for use by a classified employee on the first day of the next month. It cannot be used in the same month in which it is accrued. Prior unused sick leave accrual is not reinstated to the employee.

Into a Leave Eligible Unclassified Position

- Sick leave accrues on the last day of the month and is available for use by an unclassified employee on the first day of the next month. It cannot be used in the same month in which it is accrued. Prior unused sick leave balances are reinstated and may be used immediately by the employee.

Other Leaves

Unless otherwise noted below, employee types not listed below are ineligible for the leaves outlined.

Bereavement Leave

Classified Employees

- Classified employees are eligible for a maximum of three (3) days paid bereavement leave per instance arising from a death in the immediate family of the employee or the employee's spouse or domestic partner. "Immediate family" includes the parent, wife, husband, child, domestic partner, brother, sister, grandmother, grandfather, son-in-law, daughter-in-law, or another member of the immediate household. If necessary, a classified employee may request to use additional earned leave or, if earned leave is not available, leave without pay, at the time of death of an immediate family member and such request will not be unreasonably denied. Leave, other than sick leave, may be granted to discharge additional customary obligations, arising from the death of an immediate family member.

Unclassified Employees

- An unclassified employee may use a reasonable amount of accrued sick leave for a period of absence due to attendance upon members of the employee's immediate family (employee's parents, spouse, children, brother, sister, grandmother, grandfather, son-in-law, daughter-in-law or another member of the immediate household) where the unclassified employee's presence is required because of death in the immediate family of the unclassified employee or the death of the unclassified employee's spouse. Vacation leave or leave without pay may be granted to discharge additional customary obligations, arising from the death of an immediate family member.

Career Development and Educational Leave

- Career development and educational leave is available to unclassified and classified employees as leave without pay, subject to approval of the university and the provisions of applicable collective bargaining agreements.

Crime Victim Leave

Classified and Unclassified Employees

- In compliance with the provisions of ORS 659A.190 – 659A.198, the University will grant a classified or unclassified employee leave without pay or vacation leave, compensatory time, or personal leave at the option of the employee, to attend a criminal proceeding when the employee or a member of the employee's immediate family is a crime victim.

Family Medical Leave Act (FMLA) and Oregon Family Leave Act (OFLA)

- Refer to <http://oregonstate.edu/admin/hr/fmla.html> and the information provided in the **References** section below for rules and provisions regarding FMLA and OFLA for classified and unclassified employees. You may also contact the Associate Director for Employee Relations in the Office of Human Resources.

Hardship Leave

- A classified employee may make an irrevocable donation of accumulated vacation leave and compensatory time to another classified employee as sick leave. The receiving employee must make application for donated leave with the Office of Human Resources and provide a treating physician's certification that the employee's illness or injury will continue for at least thirty (30) days following the employee's projected exhaustion of his/her accumulated leave. Refer to Article 40, Sick Leave, Section 8, Hardship Leave, of the OUS/SEIU collective bargaining agreement for provisions covering hardship leave.

Holidays

- Classified and unclassified employees do not receive a paid holiday if the holiday occurs while they are on leave without pay.
- Refer to <http://oregonstate.edu/admin/hr/holidays.html> and the information provided in the **References** section below for rules and provisions regarding University holidays for classified and unclassified employees.
- Salaried academic wage appointment employees receive paid holidays if they have worked the day before and will be working the day after the holiday.
- Hourly academic wage appointment employees do not receive paid holidays.
- Temporary employees do not receive paid holidays.
- Courtesy and Affiliate Faculty do not receive paid holidays.
- Graduate assistants and student employees do not receive paid holidays.

Inclement Weather, Hazardous Conditions or Events Causing Work Curtailment - Leave Usage and Reporting

- Refer to http://oregonstate.edu/admin/hr/incl_weather_matrix.pdf and <http://oregonstate.edu/admin/hr/inclementweathertimereporting.pdf>.

Jury Duty**Classified Employees**

- A classified employee will be granted leave with pay for service on a jury. The classified employee may keep any money paid by the court for serving on a jury. The University reserves the right to petition for removal of the employee from jury duty if, in the University's judgment, the operating requirements of the University would be hampered. Whenever possible, subject to University operating requirements, employees selected by proper authority for jury duty will be placed on a day shift, Monday through Friday, during the period they are obligated to jury duty. The University will not suffer any penalty payments for the change in the work schedule of the classified employee on jury duty.
- When a classified employee is not the plaintiff or defendant, he/she will be granted leave with pay for appearance before a court, legislative committee, or judicial or quasi-judicial body as a witness in response to a subpoena or other direction by proper authority for matters other than the employee's officially assigned duties. The classified employee may keep any money paid in connection with the appearance.
- A classified employee will be granted leave with pay for attendance in court in connection with an employee's officially assigned duties, including the time required going to court and returning to his/her work-station. When the classified employee is granted leave with pay, he/she will turn into the University any money received for such attendance during duty hours.
- In the event a night or swing shift classified employee is called to appear under the instances outlined above, he/she will have release time the day of attendance. Time spent in attendance and in travel to and from his/her work-station will be deducted from the regular shift following the attendance with no loss of wages or benefits.

Unclassified Employees

- The department chair or unit head must be informed in writing by an unclassified employee when he/she has been selected for jury duty. Time spent in jury duty is considered leave with pay.
- Appearance before a court, legislative committee, or quasi-judicial body as a witness must be in response to a subpoena or other directive from the proper court authority. The department chair or unit head must be informed in writing by the unclassified employee that he/she has been subpoenaed or directed to appear.
- If an unclassified employee is making a court or legislative appearance as part of his/her consulting or other similar “outside activities,” the appearance must comply with University policies and procedures for outside activities. In all cases, the department chair or unit head must be informed in writing and court appearances scheduled to provide minimal disruption to the University.
- Jury duty leave with pay does not apply if the unclassified employee has been charged with a crime.

Leave Without Pay

Classified Employees

- Classified employees are subject to the provisions of the OUS/SEIU collective bargaining agreement regarding leave without pay. Refer to Article 44, Leaves of Absence Without Pay, at located <http://www.ous.edu/dept/hr/files/Combined%20Files%20for%202007-09%20OUS-SEIU%20CBA.pdf>

Unclassified Employees

- Refer to Faculty Requested Leave Without Pay Policy and Procedures located at <http://oregonstate.edu/admin/hr/policies.html> under “Leave.”

Military Leave

Classified Employees

- A classified employee who has been employed by an OUS institution, the State of Oregon, or the states’ counties, municipalities or other political subdivisions for six (6) months or more immediately preceding an application for military leave, and who is a member of the National Guard or of any reserve components of the armed forces of the United States, is entitled to a leave of absence with pay for a period not exceeding fifteen (15) calendar days or eleven (11) workdays in any training year. If the training time for which the classified employee is called to active duty is no longer than fifteen (15) calendar days, the employee may be paid for the first fifteen (15) days only if such time is served for the purpose of discharging an obligation of annual active duty for training in the military reserve or National Guard.
- A classified employee voluntarily or involuntarily seeking military leave without pay to attend service school will be entitled to such leave during a period of active duty training.
- Leaves of absence without pay will be granted to regular classified employees who enter the military service of the United States. Such employees will be returned to service in compliance with the Veterans' Reemployment Rights Law, Title 38, USC Chapter 43.

Unclassified Employees

- An unclassified employee who has been employed by an OUS institution, the State of Oregon or its counties, municipalities or other political subdivisions for six months or more immediately preceding an application for military leave, and who is a member of the National Guard or of any reserve components of the armed forces of the U.S., is entitled to a leave of absence with pay for a period not exceeding fifteen calendar days or eleven work days in any calendar year.
- Leaves of absence without pay will be granted to regular unclassified employees who enter the military service of the United States. Such employees will be returned to service in compliance with the Veterans' Reemployment Rights Law, Title 38, USC Chapter 43.

Parental Leave

Classified Employees

- A classified employee will be granted a leave of absence up to twelve (12) weeks to care for a new baby. Such leave can be less than twelve (12) weeks, if so requested by the classified employee, or at the discretion of management more than twelve (12) weeks, depending on the needs of the University/college. During the period of parental leave, the classified employee is entitled to use accrued vacation leave, compensatory time, leave without pay, or consistent with BOLI regulations, sick leave. Please contact the Office of Human Resources for additional information regarding Oregon Family Medical Leave Act (OFLA) and Family Medical Leave Act (FMLA) as it pertains to parental leave.

Unclassified Employees

- An unclassified employee has the right to parental leave under State of Oregon and Federal laws if they meet the qualifications. Please contact the Office of Human Resources for additional information regarding Oregon Family Medical Leave Act (OFLA) and Family Medical Leave Act (FMLA) as it pertains to parental leave.

Peace Corps Leave

Classified Employees

- Leaves of absence without pay for at least two (2) years will be granted automatically to all regular classified employees who serve in the Peace Corps as volunteers. Upon expiration of the leave, the classified employee will have the right to be reinstated to the position held before the leave was granted and at the salary rates prevailing for such positions on the date of resumption of work without loss of seniority or other employment rights. Failure of the employee to report within ninety (90) days after termination of his/her service will be deemed to be a resignation.

Personal Leave

Classified Employees

- After completion of six months of service, a classified employee is entitled to receive personal leave days in the following manner:
 - A full-time classified employee will be credited with twenty-four hours of personal leave with pay each fiscal year;
 - A part-time or seasonal classified employee will be credited with personal leave in a prorated amount of twenty-four hours based on the same percentage or fraction of month they are hired to work, provided it is anticipated that they will work 1,040 hours during the fiscal year. Should the classified employee fail to work 1,040 hours for the fiscal year, the value of personal leave time used may be recovered from the employee by the University.
- Personal leave is not cumulative from year to year nor is any unused leave compensable in any other manner.
- Personal leave may be used by the classified employee for any purpose he/she desires and may be taken at times mutually agreeable to the classified employee and his/her supervisor.
- Personal leave is forfeited by a classified employee if he/she becomes employed in an unclassified position.

Unclassified Employees

- An unclassified employee is not eligible for personal leave.

Pre-Retirement Counseling

Classified Employees

- If a classified employee is sixty years of age or older or at least forty-five years old and within five years of his/her chosen retirement date, he/she will be granted up to three and one-half days leave with pay to pursue bona fide pre-retirement counseling programs. However, a classified employee may draw up to four hours of his/her three and one-half days of pre-retirement counseling leave after completion of ten years of service prior to reaching age sixty or five years from retirement. A classified employee will request the use of leave at least five days prior to the intended date of use. If the employee's supervisor is unable to approve the employee's leave request due to unit operating needs, the supervisor will provide the employee a choice of three other sets of dates.

Unclassified Employees

- An unclassified employee seeking pre-retirement counseling may use vacation leave or leave without pay upon approval of their supervisor in such a manner as to minimize disruption to the department/unit.

Sabbatical Leave

- Refer to Sabbatical Leave Application and Contract Policy and Procedures located at <http://oregonstate.edu/admin/hr/policies.html> under "Leave."

Search and Rescue

Classified Employees

- A classified employee will be allowed to take leave with pay to participate without pay and at no further cost to the University, in a search and rescue operation within Oregon at the request of any law enforcement agency, the Administrator of the Aeronautics Division, the United States Forest Service or any certified organization for Civil Defense for a period of no more than five consecutive days for each operation. The classified employee, upon returning to duty at the University, will provide to the University documented evidence of participation in the search operation.
- A classified employee will be allowed to take leave with pay to participate in a fire fighting operation without pay and at no further cost to the University at the request of any fire fighting agency. Participating in fire fighting operations under this section will be limited to two occurrences, of not more than five calendar days each, per calendar year. Leave for additional occurrences or days, may be approved subject to the operating requirements of the classified employee's department.

Special Day

Classified Employees

- Classified employees who are employed on or before December 24, receive an additional day of paid leave (prorated if part-time or seasonal) on the workday before or after Christmas; the day before or after New Year's; or when these days are not available to an employee, on another day of the employee's choice. The day must be used no later than June 30 of the same fiscal year.

Unclassified Employees

- Unclassified 12-month employees are eligible for the additional day of paid leave (pro-rated for part-time employees) during the winter holiday season only on specific authorization by the Governor. Information regarding the use of this day is provided by the Office of Human Resources when so authorized by the Governor. This leave may be used pre-Thanksgiving, the workday before or after Christmas Day, or the work day before or after New Year's Day. Unclassified employees who are unable to take the additional day are allowed to use the paid leave in the next calendar year.

FLSA Overtime Compensation Guidelines for Unclassified Employees

General Information and Definitions

Based on the duties assigned to a position or the weekly pay rate, a position and the incumbent are designated as either FLSA-exempt (not qualified for overtime pay) or FLSA non-exempt (qualified for overtime pay). For example, depending on the duties of the position, a Faculty Research Assistant or Professional Faculty position may be designated FLSA non-exempt (qualified for overtime pay or comp time) or FLSA exempt (ineligible for overtime pay or comp time).

Definitions

Comp Time - Compensatory (comp) time is leave time accrued in lieu of payment for hours worked in excess of forty (40) in a single work week by an FLSA non-exempt, unclassified employee. Comp time is accrued at the rate of time-and-one-half up to a maximum accrual of 240 hours.

FLSA – Fair Labor Standards Act, the federal law that governs minimum wage and overtime compensation.

FLSA Exempt – Employees who, because of their duties or salary, are exempt from the FLSA requirement of pay for overtime worked.

FLSA Non-Exempt - Employees who, because of their duties or salary, are **not** exempt from the FLSA requirement of pay for overtime worked.

FLSA Overtime - The FLSA defines overtime as time worked in excess of forty (40) hours in a single work week. Paid leave time is not considered time worked.

FLSA Non-Exempt Full-Time Unclassified Employees

- An FLSA non-exempt unclassified employee must obtain their supervisor's approval before working overtime. An employee cannot waive the right to compensation for overtime. If a supervisor allows an employee to work overtime, even without express permission, the University is responsible for compensating the employee.
- Unclassified employees in non-exempt positions are eligible for overtime compensation at the rate of time-and-one-half for work performed in excess of forty (40) hours in a work week. Compensation for overtime worked may be provided in the form of pay or compensatory time off (comp time) at the discretion of the employee's department. Departments should be consistent in offering the same compensation choices to all eligible employees budgeted from the same funding source. Employees who are given comp time in lieu of pay may accrue a maximum of 240 hours at any one time. An employee who has an accrual balance of 240 hours of comp time must be paid for overtime worked above 240 hours.
- Comp time is to be "cashed out" upon an employee's termination from the University or transfer to another department or work unit.
- Comp time earned by an employee while performing work funded by sponsored research grants should be used during the life of the same grant on which it was accrued. If there are exceptional circumstances that prevent the employee from taking the leave, arrangements may be explored with the funding source to agree to an adjustment. Otherwise, the unit will need to cover the costs of the leave time with unrestricted funds.
- All overtime worked, overtime paid, comp time accrued, and comp time used must be reported on the employee's monthly timesheet.
- It is the responsibility of the employee and the supervisor (or department/unit head) to arrange for the employee's use of accrued comp time at an appropriate, mutually agreed upon time.

FLSA Non-Exempt Part-Time Unclassified Employees

FLSA non-exempt part-time unclassified employees are governed by the guidelines above for FLSA full-time non-exempt unclassified employees, and by the following additional guidelines.

- FLSA non-exempt part-time unclassified employees are generally to be compensated only for the position's forecast hours (FTE). However, some positions have fluctuating workloads that require an employee to occasionally work beyond his/her contract FTE. In these situations, the employee is to obtain the supervisor's approval before working beyond her/his contract FTE in any work week.
- FLSA non-exempt part-time unclassified employees are to be compensated with pay at their straight-time rate of pay for hours worked beyond their contracted FTE up to a total of forty (40) hours in a work week. **These employees are not eligible for comp time until they have worked more than forty (40) hours in a work week.** Hours worked in **excess** of forty (40) in the work week must be compensated at the rate of time-and-one-half and may be compensated with pay or comp time off consistent with the guidelines noted above for non-exempt full-time unclassified employees.

FLSA Exempt Full-Time and Part-Time Unclassified Employees

- FLSA exempt unclassified employees are expected to work without regard to overtime.
- FLSA exempt unclassified employees are **not** eligible for comp time or payment of overtime (except for work on a holiday as noted below).

- FLSA exempt unclassified employees who have been designated “Essential” and required to work on a University recognized holiday are to be compensated at the rate of time-and-one-half. Compensation may be in the form of pay or comp time at the discretion of the employee’s department. An employee must have his/her supervisor’s prior approval to work on a University recognized holiday.
- An FLSA exempt unclassified employee must use the appropriate type of accrued leave or, if they do not have leave, be placed on leave without pay if he/she is not engaged in assigned work responsibilities during their professional workweek.

FLSA Overtime and Exchange Time Compensation Guidelines for Classified Employees

General Information and Definitions

Based on the duties assigned to a position or the weekly pay rate, a position and the incumbent are designated as either FLSA-exempt (not qualified for overtime pay) or FLSA non-exempt (qualified for overtime pay).

Definitions

Comp Time - Compensatory (comp) time is leave time accrued in lieu of payment for hours worked in excess of eight (8) hours in a day or forty (40) in a single work week by an FLSA non-exempt, classified employee. Comp time is accrued at the rate of time-and-one-half up to a maximum accrual of 120 hours. The sum of all comp time and all exchange time accrued and available to an employee may not exceed a total of 120 hours maximum.

Exchange Time – Exchange time is leave accrued at the rate of an hour for each hour worked in excess of eight (8) hours in a day or forty (40) hours in a week by an FLSA exempt, classified employee. The sum of all comp time and all exchange time accrued and available to an employee may not exceed a total of 120 hours maximum.

FLSA – Fair Labor Standards Act, the federal law that governs minimum wage and overtime compensation.

FLSA Exempt – Employees who, because of their duties or salary, are exempt from the FLSA requirement of pay for overtime worked.

FLSA Non-Exempt - Employees who, because of their duties or salary, are **not** exempt from the FLSA requirement of pay for overtime worked.

FLSA Overtime - The FLSA defines overtime as time worked in excess of forty (40) hours in a single work week. Paid leave time is not considered time worked.

Non-FLSA Overtime – The collective bargaining agreement between the Oregon University System and the Service Employees International Union Local 503, OPEU, defines overtime as time worked in excess of eight (8) hours per work day or forty (40) hours per work week. For employees working either a flexible or irregular schedule, overtime is defined as time worked in excess of the regularly scheduled hours per day or forty (40) hours per work week. Under these provisions, paid leave time is considered time worked for purposes of deciding overtime eligibility. Therefore, classified employees can work overtime that is not FLSA overtime.

Straight-time eligible - Term used in the OUS/SEIU collective bargaining agreement to describe FLSA-exempt classified employees who are eligible to earn exchange time at the rate of one hour for each hour worked in excess of eight (8) hours in a day or forty (40) hours in a week.

FLSA Non-Exempt Classified Employees

- An FLSA non-exempt classified employee must obtain their supervisor’s approval prior to working overtime.
- Overtime worked will be compensated at the rate of time-and-one-half. Non-exempt employees will receive pay for overtime worked unless the employee elects to receive comp time off.
- An employee electing to receive comp time in lieu of pay must submit a written request to their supervisor no later than the first regular work day following the date the overtime was worked.

- An employee may accrue up to a maximum of 120 hours of comp time and exchange time. Overtime worked by an employee in excess of the maximum accrual of 120 hours must be paid to the employee as compensation.
- Comp time is to be cashed out upon an employee's termination from the University.
- Employees designated "Essential" and required to work on a University recognized holiday will be entitled to comp time or compensation at the rate of one-and-one-half for hours worked, **in addition** to their regular monthly pay.
- All overtime worked and comp time accrued and used must be recorded on the employee's monthly leave form.
- Employees and supervisors may **not** make agreements which circumvent provisions of the FLSA or the collective bargaining agreement (e.g., exchanging a holiday for another day off at straight time).

FLSA Exempt Classified Employees

- An FLSA exempt classified employee must obtain their supervisor's approval prior to working overtime.
- Employees in exempt positions who work overtime are eligible to receive exchange time (time off), pursuant to the collective bargaining agreement, on the basis of one hour off for each hour of overtime worked.
- Employees may accrue a maximum of 120 hours of exchange time and previously earned comp time. Overtime worked by an employee who has accrued 120 hours of exchange time and comp time will be *uncompensated and lost*. It is the responsibility of the employee to request use of accrued exchange time when he/she is approaching the maximum accrual of 120 hours.
- Exchange time must be used within the fiscal year earned or it is lost. However, time earned in the last 90 days of the fiscal year may, at the department's discretion, be carried forward to the next fiscal year. Such carry-forward will not increase the 120-hour maximum accrual amount for the next fiscal year.
- It is the employee's responsibility to take all necessary steps to request the use of exchange time during the fiscal year. If the employee's request for use of exchange time prior to the end of the fiscal year is denied, the accrued leave shall be paid as compensation.
- All time worked and leave taken must be reported on the employee's monthly leave form.

Reporting Expectations

Classified Employees

- Classified employees who receive leave accrual are expected to request and coordinate leave usage with their supervisor. In those situations where the use of leave is unexpected (such as sick leave), the employee is to report leave usage immediately to his/her supervisor at the first available opportunity. In all instances, the employee is to report to the supervisor on a daily basis if he/she will be out due to unplanned events. Classified employees are to report all time worked and leave taken on a monthly timesheet. See ***Procedures for Submitting and Processing Leave Requests and Monthly Timesheets*** for information regarding reporting procedures and expectations.

Unclassified Employees

- Unclassified employees (FLSA exempt and non-exempt) who receive leave accrual (sick leave, vacation leave, or comp time) are expected to coordinate leave usage with their supervisor and report all leave usage and non-usage on a monthly timesheet. If no leave accrual is taken during the reporting period, an employee-signed timesheet indicating no leave taken is still required. See ***Procedures for Submitting and Processing Leave Requests and Monthly Timesheets*** for information regarding reporting procedures and expectations.
- FLSA non-exempt unclassified employees are required to use accrued leave or comp time to cover all absences from work. If the employee's leave balance is insufficient to cover the absence, the employee is to be placed on leave without pay for hours not covered by accrued leave.

- FLSA exempt unclassified employees are paid an established salary and are expected to work a professional work week, fulfilling the duties of their position regardless of hours worked. Reporting of vacation and sick leave by an FLSA exempt unclassified employee is based on the FLSA standard of a 40 hour work week. Exempt unclassified employees with appointments that are less than full-time are expected to record their absences in proportion to the percentage of their appointment and their work schedules.
- Supervisors may establish regular work schedules, expectations for attendance, and procedures for handling absences and changes to the regular schedule for exempt unclassified employees. Exempt unclassified employees can be required to obtain prior approval to be absent from or leave their work during work hours.
- FLSA exempt unclassified employees who work anytime during the work week must be paid for the week. However, such payment includes requiring the employee to charge his/her absences to paid leave accruals (e.g., vacation leave, sick leave, or absences during campus closures at Christmas time or for inclement weather).
- It is recognized, however, that University FLSA exempt unclassified employees may work a professional work week of more than 40 hours in his/her work week if the employee holds a 1.0 FTE appointment. A supervisor may allow an FLSA exempt unclassified employee the flexibility to attend to personal business away from work during normal work hours without requiring the use of accrued leave. Exercising this flexibility shall **not** amount to compensating the employee on an hour off for an hour worked basis. Such time away from the work place that is not being deducted from leave accruals is not to be reported on the employee's time and attendance record. This flexibility does not apply to unclassified non-exempt employees.
- FLSA exempt unclassified employees who are absent from the work place for part of a week due to unplanned events (such as University closure) or illness and do not have enough accrued leave to cover the absence, will not have their salaries reduced for that portion of the absence that is not covered by paid leave. This does not apply to non-exempt unclassified employees (see FLSA Non-Exempt Employee sections above).
- FLSA exempt unclassified employees may be disciplined for abuse of leave time (absences, tardiness, etc.). Therefore, departments may keep informal accounts of employees' use of leave that is not recorded on time and attendance forms should documentation be necessary due to misuse, or disciplinary issues. This does not, however, substitute for the completion of a monthly timesheet by the employee nor does it allow a supervisor or employee to keep an "off the books" leave accounting mechanism in lieu of meeting monthly leave reporting requirements.
- Unclassified employees who are in pay status during Winter and Spring breaks while classes are not in session are required to fulfill any and all University obligations and work assignments under the terms and conditions of their employment. Sick leave and vacation leave accrual used during these periods must be reported by both 9- and 12-month employees. 9-month faculty members do not receive paid "breaks" during these periods and are expected to fulfill their work obligations to the institution.

All Leave Eligible Employees (Unclassified and Classified)

- All employees are expected to report unscheduled absences to their supervisor on a daily basis and as far in advance of the start of the work day as practicable.
- Leave may not be taken in anticipation of future leave accruals.
- "Off-the-books" leave accounting by an employee is not permitted. Leave taken by an employee is to be reported on the employee's monthly timesheet and submitted to his/her supervisor in a timely manner according to University policies and procedures.
- An employee's signature on a timesheet certifies that the entries on the form are accurate and complete for the reporting period.
- Only the employee's supervisor (or his/her temporary designee) may approve an employee's leave request and monthly timesheet.

- Misrepresentation of time worked, or inappropriate modifications or alterations of time and attendance records may constitute falsification of university/state documents and may be subject to disciplinary action.

Leave Ineligible Employees

- An employee who is ineligible for sick or vacation leave accrual may be required by their supervisor to complete a monthly timesheet indicating hours worked and not worked during the month. This provides a record of leave without pay, should it occur.

Supervisors

- Supervisors and managers are responsible for ensuring that faculty and staff members under their supervisor or direction understand their responsibilities regarding monthly leave reporting and leave usage.
- Supervisors are responsible for keeping accurate, up-to-date records of employees' attendance and work hours, including vacation leave, sick leave, overtime (for overtime eligible employees), and leave without pay.
- Only an employee's supervisor (or his/her temporary designee) may approve the employee's leave request and timesheet.
- Supervisors are responsible for officially approving all time and attendance records submitted by their employees. The supervisor's signature on employee time and attendance reporting forms certifies that the information on the form has been reviewed and is accurate and complete to the best of the supervisor's knowledge.
- Supervisors are responsible for instructing their employees to report all absences (scheduled or unscheduled) from work. Unscheduled absences should be reported by the employee on a daily basis and as far in advance of the start of the work day as practicable.
- A leave eligible unclassified employee who is FLSA exempt must use the appropriate type of accrued leave or, if they do not have leave, be placed on leave without pay if he/she is not engaged in assigned work responsibilities during their professional workweek. This includes 9-month employees who do not earn vacation leave and would, therefore, be placed on leave without pay if they are not engaged in assigned work responsibilities during the periods between terms when classes are not in session.
- "Off-the-books" leave accounting by a supervisor is not permitted, nor may a supervisor allow an employee to engage in this activity. Leave taken by an employee is to be reported on the employee's monthly timesheet and submitted to his/her supervisor in a timely manner according to University policies and procedures.
- Modifications to time reported will be limited to correction of administrative or reporting errors. Modifications will be discussed with the employee prior to submitting the timesheet to the unit timekeeper. If the supervisor and the employee are in disagreement regarding the modification, the supervisor will contact the Office of Human Resources for assistance in resolving the matter.
- Misrepresentation of time worked or inappropriate modification or alteration of time and attendance records may constitute falsification of university/state documents and may be subject to disciplinary action.
- An employee's failure to comply with time reporting requirements is a performance issue that is to be addressed by the supervisor, with the assistance of the department/unit head, if necessary.
- If a classified employee does not submit a monthly timesheet, the supervisor is to provide a preliminary estimate of the time worked and leave taken for the classified employee, indicating on the timesheet in the Remarks section "Preliminary Estimate".
- If an unclassified employee does not submit a monthly timesheet, the supervisor is to complete the timesheet, indicating the leave usage or non-usage for the employee, as known to the supervisor. The supervisor then indicates on the timesheet in the Remarks section "Preliminary Estimate".

- Use of a signature stamp is not permitted in lieu of an actual signature when approving any university document or transaction, including approval of leave records, time and attendance records, or personnel and pay related documents or transactions. Additionally, an employee or supervisor is not to sign the name of another employee or supervisor in their absence on such documents or transactions.

Department/Unit Heads

- Department/unit heads are responsible for ensuring that faculty and staff understand their responsibilities regarding monthly leave reporting and that they comply with reporting requirements.
- In compliance with the Fair Labor Standards Act (FLSA), department/unit heads are required to maintain a record of all hours worked, approved additional work time, and leave taken or accrued for each work week for all non-exempt employees. For exempt employees, department/unit heads are to maintain a record of leave usage and non-usage and those unusual circumstances where an exempt employee is paid for additional work hours.
- Department/unit heads who also serve as supervisors are responsible for knowing and abiding by University leave guidelines and reporting expectations applicable to supervisors.

Reporting Examples for Unclassified Employees

Example 1: A 1.0 FTE faculty member (either 9-month or 12-month) calls a fellow faculty member and asks them to cover his classes as he is ill and cannot come to work, teach classes, or hold office hours for that day. The fellow faculty member agrees and the ill faculty member's classes are covered. The faculty member who was ill is to record eight (8) hours of sick leave for his absence. Since the faculty member was unable to perform his duties and responsibilities that day due to illness, he is required to use sick leave accrual to cover his absence during his regularly scheduled 1.0 FTE work day, or eight (8) hours of sick leave. The fact that a fellow faculty member covered the ill faculty member's classes or other related work duties, as necessary, does not cancel out the sick leave hours taken by the ill faculty member.

Example 2: A 1.0 FTE faculty member (either 9-month or 12-month) is ill but comes to work and teaches her early morning class. While at work, she posts the appropriate notices that her remaining classes and office hours are cancelled for the day. The ill faculty member then goes home, having worked a total of three (3) hours. The faculty member calls in ill the next day and arranges for classes to be covered that day by another faculty member. The following day, the faculty member is able to resume her regular duties. The faculty member reports thirteen (13) hours of sick leave usage, including five (5) hours for the first day she went home ill and eight (8) hours for the second day she was out. Prior cancellation of classes or coverage of classes, or other work duties, by a fellow employee does not negate the usage of sick leave by an ill faculty member.

Example 3: A 12-month, exempt, professional faculty employee has worked extensive hours, more than forty (40) hours per week, on a project for the past several weeks. The employee finishes her responsibilities on the project early in the week. Her supervisor indicates that she can take the remainder of the week off since the project was completed and, therefore, the employee's work assignment for the week was completed. The employee takes the remainder of the week off and does not record it as vacation leave or leave without pay. This is acceptable as the employee has worked her professional work week for that specific week, as approved by her supervisor.

The employee planned to go on an approved forty (40) hour vacation the following week. Because she will not be working any portion of the work week, she is required to report forty (40) hours of vacation leave on her timesheet. While the employee has worked in excess of forty (40) hours a week for several weeks prior to her scheduled vacation, she is not permitted to track and use these hours to offset her vacation leave hours.

Example 4: A 9-month faculty member requests two days of leave to attend a family event (not related to bereavement or illness). The employee has identified a fellow employee who is willing to cover his classes during the two-day period. His department head approves the faculty member's leave and indicates that he will have to report it as leave without pay. Because the faculty member will not complete his professional work week assignments (teaching his regularly scheduled classes and related activities), his absence from work is considered leave. As a 9-month employee, he does not accrue vacation leave and the family event does not qualify as sick leave. Therefore, his absence is not covered by any type of accrued leave and is leave without pay.

Example 5: A 12-month faculty member's job duties require him to customarily work irregular hours, including a significant number of weekends during the year, and to travel frequently out-of-state in the performance of his duties. This unclassified employee is exempt from overtime and frequently works 50 or more hours per week. Because his professional work week is not standard, it is appropriate for his supervisor to allow him to flex his schedule and not report to work when he has completed his duties for the week. However, when he is able to take time away from work for rest and relaxation, or to tend to his or his family's medical needs, he is expected to report leave usage. During the period of the year when his work is slower and he is able to be take a week or more away from work, he is required to report vacation leave for his absence. Any time an exempt employee does not perform work during a work week, he/she must report use of the appropriate leave to cover their absence.

Procedures for Submitting and Processing Leave Requests and Monthly Timesheets

Applicability: All Leave Eligible University Employees

NOTE: The past practice of obtaining an employee's signature on the monthly timesheet log to indicate that no leave was taken by the employee will be discontinued effective April 1, 2008. Please read the procedures below closely for changes in this process.

1. Sufficiently in advance of vacation leave or planned sick leave an employee is to submit a leave request form to his/her supervisor. If the employee takes unplanned sick leave, he/she is to submit a leave request form immediately upon return to work. If the employee has made prior arrangements with his/her supervisor or he/she is working in the field or off-campus, he/she may submit the leave request via email. The email should provide all the information normally supplied to the supervisor on the leave request form. Note: The leave request form is available in OSCAR in the "Employee Leave" section. Select "Leave Request (Employee)".
2. If the supervisor approves the leave request, he/she notifies the employee, signs the leave request form (or sends an approval email for employee who have made prior arrangements or are off campus), and either forwards the request to the department timekeeper or returns the leave request form to the employee for keeping, based on the established department/unit procedures.
3. If the leave request is not approved, the supervisor contacts the employee and discusses reasons for not approving the request.
4. If the department/unit prepares employee timesheets centrally:
 - a. The timekeeper prepares a monthly timesheet for each employee in the department. This is done by transferring the information from the employee's approved leave request forms (or emails) to the employee's monthly timesheet. (If the employee is classified, his/her hours worked are also recorded on the timesheet.) It is recommended that this occur during the first 3-4 days of the month following the month in which the leave was taken (i.e. May 1-4 prepare the timesheet for April, recording leave taken during April). If no leave was taken by an employee, the timekeeper enters zero(s) in the "total" column(s) for the appropriate leave categories on the monthly timesheet.
 - b. Upon completion, the timekeeper forwards the timesheet to the employee or his/her supervisor (per department/unit procedures). The employee reviews his/her timesheet for accuracy and completeness, signs the timesheet, and returns it to the supervisor for his/her review and signature. Following the supervisor's review, he/she then returns the timesheet to the timekeeper for processing. Note: The supervisor is responsible for signing the timesheet even if he/she and the employee work in different work locations. If timesheet approval authority has been delegated due to the absence of the supervisor, a copy of the written delegation is to be forwarded with the timesheet(s) by the timekeeper to OHR.
 - c. If the employee is not available for review and signature of the timesheet, and the leave is recorded accurately on the timesheet, the supervisor will specifically note on the employee signature line "Employee unavailable for signature", sign as approved on the supervisor signature line, and return the timesheet to the department timekeeper. **Upon his/her return, the employee will be asked to sign the timesheet. OHR must receive a completed and employee-signed timesheet for each employee for each month or pay period.** If the timesheet is not accurate, the employee is to correct it and provide the corrected copy

to his/her supervisor for review, signature, and submission to the timekeeper. The timekeeper will then confer with OHR so that the appropriate corrections can be made in Banner HRIS.

5. If the employee prepares his/her own timesheet:
 - a. The employee transfers the information from his/her approved leave request forms (or emails) onto a monthly timesheet. (If the employee is classified, his/her hours worked are also recorded on the timesheet.) The employee prepares the timesheet during the first 3-4 days of the month following the month in which the leave was taken (i.e. May 1-4 prepare the timesheet for April, recording leave taken during April). If no leave was taken by the employee, he/she enters zero(s) in the "total" column(s) for the appropriate leave categories on the monthly timesheet.
 - b. Upon completion, the employee signs the timesheet, certifying it is complete and accurate, and then forwards the timesheet to his/her supervisor for review and signature. Following the supervisor's review, he/she then forwards the timesheet to the timekeeper for processing. Note: The supervisor is responsible for signing the timesheet even if he/she and the employee work in different work locations. If timesheet approval authority has been delegated due to the absence of the supervisor, a copy of the written delegation is to be forwarded with the timesheet by the timekeeper to OHR.
 - c. If the employee is not available to complete his/her timesheet, the supervisor is responsible for preparing a tentative time sheet based on available information. The supervisor will specifically note on the employee signature line "Employee unavailable for signature", sign as approved on the supervisor signature line, and return the timesheet to the department timekeeper. Upon his/her return, the employee will be asked to review the tentative time sheet and sign the time sheet if it is accurate. If the timesheet is not accurate, the employee is to correct it and provide the corrected copy to his/her supervisor for review, signature, and submission to the timekeeper. The timekeeper will then confer with OHR so that the appropriate corrections can be made in Banner HRIS. ***OHR must receive a completed and employee-signed timesheet for each employee for each month or pay period.***
6. The timekeeper runs the Banner PER0030 report to verify employees' available leave balances and has employees correct their timesheets as necessary (including obtaining a new supervisor approval on the sheet) if there is not sufficient accrual to cover leave taken.
7. The timekeeper copies all timesheets and files them in a department file specifically allocated for this purpose. The employees' leave request forms (or emails) are to be attached to the departmental copy of the employee's timesheets and *all documents are to be kept for a minimum three year retention period by the department*. The file is to be maintained confidentially by the timekeeper and accessible only to other department personnel that have the authority to review the documents. Questions about document retention should be directed to the Office of Human Resources.
8. The timekeeper generates a Timesheet Roster for the timesheet org(s) for which he/she is responsible. The timekeeper is to account for a timesheet from each leave eligible employee. This is done by generating the Timesheet Roster reports available in the HR Data Warehouse for the timesheet org(s) for which he/she is responsible. If the timekeeper has not received a timesheet from one or more employees in the department/unit, he/she is to request the time sheet from the employee and notify the supervisor. If the time sheet is not received by the specified OHR deadline, the timekeeper is to indicate this on the roster and also provide this information to the department/unit head when time sheets are submitted to OHR. This will assist the department/unit head in ensuring that all leave eligible employees understand their responsibility and accountability for reporting leave usage and non-usage.
9. The timekeeper submits the original signed timesheets and the Timesheet Roster to OHR by the specified deadline each month.
10. The timekeeper then enters leave/pay data into PYA HOUR (Banner screen name) during the monthly time entry period (refer to the payroll calendar for specific dates each month). The data entered must reflect what is on the monthly timesheets.

11. If an employee is terminating, the timekeeper contacts OHR to verify accrued vacation hours for possible pay out of the existing balance.
12. If the employee elects to use his/her accrued vacation leave prior to termination, he/she must have the supervisor's written approval via a leave request form.
13. If the employee and supervisor agree to extend an unclassified employee's employment contract period in order for the employee to utilize accrued vacation leave, the supervisor and timekeeper must complete the necessary paperwork prior to the end of the contract period and submit it to OHR in a timely fashion. For an unclassified employee, this includes completing the OSCAR Job Change task in OSCAR to extend the employment contract.
14. If the employee is unable to utilize the accrued vacation leave prior to terminating, the accrued leave will be paid out up to the maximum allowable hours. If the employee is being paid from a grant that no longer has funds or the grant is exhausted, the accrued leave must be paid from department funds.
15. The accrued vacation payout is to be included in the employee's final paycheck. If they are terminating on the last day of the month, this leave usage is to be entered in PYA HOUR. Otherwise, the OSCAR Termination Pay Request task must be completed and the resulting form sent to the Payroll Office once the leave verification with the OHR has been completed. It is imperative for PERS retiring employees to receive their vacation payout in the last month of regular employment for inclusion in benefit calculations.

Approval Authority for Time and Attendance Records

- Supervisors are responsible for ensuring that each employee reporting to the supervisor submits a timesheet monthly.
- Supervisors are responsible for reviewing, approving/disapproving, and signing their employees' leave request forms and timesheets, certifying that their employees' leave requests and usage or non-usage are accurate and complete to the best of their knowledge. A supervisor may not delegate this responsibility except on a temporary basis during periods of absence from work. In this instance, the supervisor may delegate approval authority to another supervisor for the duration of the absence. The supervisor is responsible for making his/her employees aware of this delegation so that timesheets can be processed in a timely manner by the employee and the delegated reviewer/approver.
- A supervisor's signature on employee time and attendance reporting records certifies that the information on the form has been reviewed and is accurate and complete to the best of the supervisor's knowledge.
- Use of a signature stamp is not permitted in lieu of an actual signature when approving any university document or transaction, including approval of leave records, time and attendance, personnel, or pay related documents or transactions. Additionally, an employee or supervisor is not to sign the name of another employee or supervisor in their absence on such documents or transactions.

Segregation of Time Entry Duties

Segregation of duties is a key internal control mechanism to ensure that no single individual has control over more than one phase of a transaction. In the area of leave administration, a department or unit's timekeepers, both primary and back-up, are prohibited from entering their own leave and pay information into Banner HRIS. If a department/unit lacks sufficient personnel to segregate these responsibilities, it is expected that the department/unit head will work with his/her business manager or senior administrator to identify an individual outside the department to appropriately perform this task. Primary and backup timekeepers are to do the following each month:

1. Prior to time entry, the primary timekeeper provides his/her timesheet, signed by them and their supervisor, to the backup timekeeper for data entry during the PYA HOUR entry period.

2. The backup timekeeper enters leave/pay data for the primary timekeeper in PYAHOUR and returns the timesheet to the primary timekeeper.
3. The primary timekeeper's **original** timesheet is to be submitted with his/her department's records as is customarily done each month.

Effective February 1, 2008, Banner HRIS will not allow an employee to enter his/her own data into PYAHOUR. A timekeeper will automatically be denied access to their own PYAHOUR screen and records. There will be no warning or error message provided by Banner. There will be no exceptions to this policy. An employee must take the Time Entry class provided by the Office of Human Resources before they are given permission to complete time entry in Banner. Registration for the class is available through the professional development website at: <http://oregonstate.edu/training/>.

A list of approved timekeepers is available at: <http://oregonstate.edu/admin/hr/eri.html>. This information is made available to assist a department head or director in determining a backup timekeeper to perform the responsibilities outlined above.

Leave Calculator

The University provides an online leave calculator through OSU Online Services. Employees may go to <http://infosu.oregonstate.edu/> and click on "Faculty/Staff/Employee Information". They will then be asked for their OSU ID number and GAP. After entering this information, they will arrive at "Employee Services" where they then click on "Employee Information" and then "Leave Balances".

References

Classified Employees

OUS/SEIU Collective Bargaining Agreement

<http://www.ous.edu/dept/hr/files/Combined%20Files%20for%202007-09%20OUS-SEIU%20CBA.pdf>

- Article 39 Personal Leave Days
- Article 40 Sick Leave
- Article 41 Bereavement Leave
- Article 42 Holidays
- Article 43 Leaves With Pay (Jury Duty)
- Article 44 Leaves of Absence Without Pay
- Article 45 Pre-Retirement Counseling Leave
- Article 46 Search and Rescue
- Article 47 Vacation Leave

Unclassified Employees

Vacations - Oregon Administrative Rule 580-021-0030

http://arcweb.sos.state.or.us/rules/OARS_500/OAR_580/580_021.html

Sick Leave Plan for Academic Personnel - Oregon Administrative Rule 580-021-0040

http://arcweb.sos.state.or.us/rules/OARS_500/OAR_580/580_021.html

Transfer of Accumulated, Unused Sick Leave - Oregon Administrative Rule 580-021-0041

http://arcweb.sos.state.or.us/rules/OARS_500/OAR_580/580_021.html

Academic Staff Holidays - Oregon Administrative Rule 580-022-0025

http://arcweb.sos.state.or.us/rules/OARS_500/OAR_580/580_022.html

Other Guidelines, Policies and Procedures

Crime Victim Leave

<http://www.leg.state.or.us/ors/659a.html>

Fair Labor Standards Act (FLSA) Reporting and Overtime Compensation Guidelines

<http://oregonstate.edu/admin/hr/flsa.pdf>

<http://oregonstate.edu/admin/hr/flsaclass.pdf>

Family Medical Leave Act (FMLA) and Oregon Family Leave Act (OFLA)

<http://oregonstate.edu/admin/hr/fmla.html>

Holidays

<http://oregonstate.edu/admin/hr/holidays.html>

Inclement Weather, Hazardous Conditions or Events Causing Work Curtailment - Leave Usage and Reporting

http://oregonstate.edu/admin/hr/incl_weather_matrix.pdf

<http://oregonstate.edu/admin/hr/inclementweathertimereporting.pdf>

Model offer letter for employee paid on grant, contract, or gift funds

<http://oregonstate.edu/admin/hr/jobs/model/letters/NE-NTTFA.doc>

Model contract renewal letter for employee paid on grant, contract, or gift funds

<http://oregonstate.edu/admin/hr/letter2.doc>

Office of Human Resources

<http://oregonstate.edu/admin/hr>

Sabbatical Leave

<http://oregonstate.edu/admin/hr/sabbapp.pdf>

Veterans Reemployment Rights Law

<http://www.dol.gov/vets/usc/vpl/usc38.htm>