

### **Regulation: FSS002**

### **Title: Leave Requests & Absence Reporting Utilizing the Electronic Absence Management System**

**Updated: 02/06/2023**

The University encourages use of “time off” benefits, as intended by the benefit (e.g., sick, vacation, family medical leave, etc.) to ensure employees are provided with rest and respite from the working environment.

The following interdepartmental procedure shall be utilized for leave requests, including time off and absence reporting, in order to ensure consistency and adherence to applicable University procedures and regulations. These requests shall be submitted in the University’s electronic absence management system:

#### Requests for Time Off – Planned Absences

- All employees shall submit planned leave requests in accordance with the requirements of the employee’s collective bargaining agreement.
- Employees that track time within FacilitiesLink shall enter the planned absence as outlined in the *Mobile Work - Entering Time* document.
- Supervisors shall follow collective bargaining agreement criteria when considering approval/denial of such requests.
- When reviewing a request, Supervisors shall also confirm the employee’s leave balance in the campus-wide electronic absence management system (when available) to ensure that it is available as requested. If leave is not available, the Supervisor shall review the request with the employee and modify it if needed.
- All requests for authorization to utilize “dock” status must be approved by an employee’s unit Manager and the Associate Vice President, Facilities Management.
- Supervisors either approve or deny the leave request, and give justification of such when necessary.
- Requests shall be kept on file for a minimum of one year, in alignment with the annual employee evaluation.

#### Unplanned Absences

- Employees shall be responsible for informing their direct supervisor of all unscheduled absences (e.g., sick leave, family medical leave, etc.). Such notification shall be in alignment with the collective bargaining agreement requirements and established Unit notification protocols.

#### Upon Return to Work – Planned or Unplanned

- Immediately upon return to work after a planned absence, employees shall notify their supervisor if they have used more or less time than originally requested, in which case, the supervisor shall modify the time off request to reflect such.
- Those employees who track time in Facilities Link shall enter their absence, as outlined in the *Mobile Work - Entering Time* document. Supervisors must ensure leave summaries are in alignment with actual time-off taken.
- Time-off entries will be compared to employee entries in the Campus-wide electronic absence management system. For those not using the Campus-wide electronic absence management system, time entered in FacilitiesLink will be compared against the time-off request/notification provided by the employee.

#### Campus-Wide Electronic Absence Management

- Employees (not including Student Assistants or Intermittent Hourly) are responsible for entering monthly summaries of their time off in the campus-wide electronic absence management system, PeopleSoft. This is the official record of time and attendance for the campus and must be completed no later than your work shift on or before the last day of the pay period.
- Employees can find a link to this system by logging into MyHumboldt and finding the header bar titled “My Profile”, selecting the “Leave” tab, and then selecting “Report and View Absences.”

#### References

- Mobile Work - Entering Time
- Current Collective Bargaining Agreement, Unit 6 (SETC)
- Current Collective Bargaining Agreement, Units 2, 5, 7 & 9 (CSUEU)
- FSS014 Timekeeping for Units & Management Staff Utilizing the Electronic Absence Management System (current version)

#### Previous Versions (replaces)

- FSS002-140604
- FSS002-130801