TIME ENTRY AND LEAVE MANAGEMENT
MANUAL FOR DEPARTMENTS

This updated version is inclusive of all screenshots and business processes implemented as a result of the 9.0 system upgrade.
<table>
<thead>
<tr>
<th>TABLE OF CONTENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>INTRODUCTION (5-8)</td>
</tr>
<tr>
<td>• Purpose of Time Entry &amp; Leave Management Manual</td>
</tr>
<tr>
<td>• History of Time Entry &amp; Leave Management Process</td>
</tr>
<tr>
<td>• Synopsis of PS Time Entry &amp; Leave Management Implementation</td>
</tr>
<tr>
<td>• Business Process Flow</td>
</tr>
<tr>
<td>• Basic UMBC Time Processing &amp; Payroll Steps</td>
</tr>
<tr>
<td>LEAVE ACCRUALS/EARNINGS FOR NONEXEMPT, EXEMPT STAFF &amp; FACULTY (9-11)</td>
</tr>
<tr>
<td>• Annual Leave</td>
</tr>
<tr>
<td>• Personal Leave</td>
</tr>
<tr>
<td>• Sick Leave</td>
</tr>
<tr>
<td>REPORTING OF TIME (EMPLOYEE LEVEL) (12-39)</td>
</tr>
<tr>
<td>• Printing Timesheets</td>
</tr>
<tr>
<td>• Leave/Earnings Codes</td>
</tr>
<tr>
<td>• Recording Time-Nonexempt Employees</td>
</tr>
<tr>
<td>• Recording Time-Exempt Employees</td>
</tr>
<tr>
<td>• Recording Time-Faculty</td>
</tr>
<tr>
<td>• Dr. Arthur Johnson’s Memo of April 16, 2004</td>
</tr>
<tr>
<td>• Recording Time-Students</td>
</tr>
<tr>
<td>REPORTING OF TIME (DEPARTMENT LEVEL) (40-56)</td>
</tr>
<tr>
<td>• Accessing Time Entry</td>
</tr>
<tr>
<td>• Regular/Overtime Hours</td>
</tr>
<tr>
<td>• Holiday/Personal/Vacation/Sick/Comp</td>
</tr>
<tr>
<td>• Unpaid Leave and Other Earnings Codes</td>
</tr>
<tr>
<td>• Adjustments and Employee Totals</td>
</tr>
<tr>
<td>• Late Timesheets</td>
</tr>
<tr>
<td>• Processing Special Exceptions</td>
</tr>
<tr>
<td>- Accident Leave</td>
</tr>
<tr>
<td>- Reduce Hours Due to FTE Change</td>
</tr>
<tr>
<td>- Reduce Biweekly Due to Termination</td>
</tr>
<tr>
<td>- Advanced Sick Leave</td>
</tr>
<tr>
<td>- Advanced Vacation Leave</td>
</tr>
<tr>
<td>• Payroll Adjustment Form</td>
</tr>
<tr>
<td>• Time Entry Correction Form</td>
</tr>
<tr>
<td>• Decimal Conversion Chart</td>
</tr>
</tbody>
</table>
### TABLE OF CONTENTS (cont’d)

<table>
<thead>
<tr>
<th>Section</th>
<th>Page(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>VIEWING EMPLOYEE LEAVE BALANCES</strong></td>
<td>57-61</td>
</tr>
<tr>
<td>• Accessing On-line Leave Accrual Page</td>
<td></td>
</tr>
<tr>
<td>• Tips for Viewing Employee Leave/Business Process Changes</td>
<td></td>
</tr>
<tr>
<td><strong>REPORTS</strong></td>
<td>61-79</td>
</tr>
<tr>
<td>• Department Time Entry Report</td>
<td></td>
</tr>
<tr>
<td>• Gross Pay Report</td>
<td></td>
</tr>
<tr>
<td>• Detailed Leave Report</td>
<td></td>
</tr>
<tr>
<td><strong>AUDIT REQUIREMENTS FOR TIME SHEET RETENTION</strong></td>
<td>80</td>
</tr>
<tr>
<td><strong>LEAVE TYPES AND PROGRAMS AVAILABLE TO REGULAR STAFF</strong></td>
<td>81-103</td>
</tr>
<tr>
<td>• Annual Leave Advancement (UMBC Practice)</td>
<td></td>
</tr>
<tr>
<td>• Sick Leave</td>
<td></td>
</tr>
<tr>
<td>• Advanced Sick Leave</td>
<td></td>
</tr>
<tr>
<td>• Extended Sick Leave</td>
<td></td>
</tr>
<tr>
<td>• Leave Reserve Fund</td>
<td></td>
</tr>
<tr>
<td>• Employee Leave Donation</td>
<td></td>
</tr>
<tr>
<td>• Family and Medical Leave</td>
<td></td>
</tr>
<tr>
<td>• Jury Service</td>
<td></td>
</tr>
<tr>
<td>• Military Leave</td>
<td></td>
</tr>
<tr>
<td>• Holidays</td>
<td></td>
</tr>
<tr>
<td>• Disaster Service</td>
<td></td>
</tr>
<tr>
<td>• Accident Leave</td>
<td></td>
</tr>
<tr>
<td><strong>CONTINGENT STATUS EMPLOYMENT FOR EXEMPT AND NONEXEMPT EMPLOYEES</strong></td>
<td>104-106</td>
</tr>
<tr>
<td>• Definition</td>
<td></td>
</tr>
<tr>
<td>• Categories of Contingent Status Employment</td>
<td></td>
</tr>
<tr>
<td>• Leave Benefits</td>
<td></td>
</tr>
</tbody>
</table>
TABLE OF CONTENTS (cont’d)

LEAVE TYPES AND PROGRAM AVAILABLE TO FACULTY  108-125

- Fellowship Leave
- Sabbatical Leave
- Terminal Leave
- Leave Without Pay
- Accident Leave
- Creditable Sick Leave
- Accident Leave
- Annual Leave
- Family and Medical Leave
- Jury Service
- Military Leave
- Holidays

POLICIES AND PROCEDURES PER MOU FOR COLLECTIVE BARGAINING  126-140

- Work Schedules and Breaks
- Overtime
- Union Leave
- Leaves
  - Annual Leave
  - Personal Leave
  - Leave Reserve Fund
  - Family and Medical Leave
  - Jury Service
  - Educational Leave and Professional Improvement Leave
  - Administrative Leave
  - Military Leave
  - Leave of Absence
  - Disaster Service
  - Accident
  - Sick
  - Holiday
PURPOSE

The purpose of this manual is to provide each departmental Payroll Preparer with the proper knowledge and comprehensive resource necessary to perform the tasks involved with collecting, processing and retaining time and labor as well as leave information for departmental employees.

HISTORY

Prior to calendar year 2004, campus departments were required to submit paper time sheets for Exempt, Non-Exempt staff and 12-month Chairpersons to the HR department for centralized keying and file storage. Once all applicable time sheets had been entered into the legacy system, the HRIS Administrator would run accruals for the next pay period; thereafter, the database would re-calculate leave balances (based on accruals posted, leave exceptions and adjustments entered); and a timesheet print job request would be submitted to an external system outside of HR for the printing of the next pay period’s time sheets. Upon the printing and receipt of new time sheets, the HRIS Administrator would sort time sheets by departments and place in departmental payroll mailbox for pick-up, record reconciling (if applicable) and distribution to departmental employees.

Paper time sheets for Students and Contingent I employees were maintained in the campus department while time sheets for non chairpersons (faculty) were collected on a monthly basis and Payroll Preparers were required to prepare manual reports confirming time worked. Leave balances for faculty were manually calculated and maintained in the campus departments.

SYNOPSIS

One of the objectives of implementing an automated HR system was to establish a system for the automation of time and attendance, aggregate time reporting, rapid time entry and the eventual elimination of manual submission of time sheets (including faculty). By implementing a time management solution, UMBC would accurately track bi-weekly hours of its workforce.

The UMBC Departmental Time Entry and Leave Management process was designed and implemented to manage employee time and attendance, eliminate manual calculation of pay for hourly/exception time employees, allow for on-line departmental approval and deliver valuable information to frontline decision-makers. Thus giving the HR and Payroll Staff, as well as departmental Payroll Preparers, Approvers and Administrators, the ability to track and report employee time and leave data.
With the implementation of the UMBC Custom Time Entry and Leave Processes, many benefits are provided to the campus community while eliminating time-consuming steps to the process. The time saving achieved from improvements in these areas will increase efficiency in HRIS Unit, as well as in departments across campus. These new processes will entail the following steps:

* The on-line reporting of Employee Time

1. This process requires departments to continue to collect time sheets; thus, departmental Payroll Preparers will collect and retain approved time sheets for regular faculty and staff and hourly employees. Time sheets can be accessed and updated on-line or printed and updated at the department level.

2. Via the Custom Time Entry Page, the departmental Payroll Preparer will enter departmental time on-line. Manual calculation of pay for all hourly employees is eliminated and the automatic calculation of payable hours, overtime and shift differential pay occurs as part of the PeopleSoft Payroll Process.

3. On-line departmental reports are available for the monitoring of paid time.

* Leave Accrual Process

1. PeopleSoft leave accrual process eliminates the manual update of leave exceptions by HRIS Administrator and provides for the accurate accrual and tracking of leave for faculty and staff.

2. On a bi-weekly basis, the HRIS Administrator executes the PeopleSoft processes to update leave exceptions and balances for faculty and staff. Since time entry is linked to the payroll process, leave balances will be up-to-date and accurate.

3. Automatic calculation of leave payout is performed for employees who are resigning or terminating.

Please refer to the UMBC Time Entry Process Flowchart on the next page for a visual perception.
UMBC TIME ENTRY PROCESS

1. Department Faculty, Staff and Students Complete Paper Timesheet
2. Timesheet approved by immediate supervisor

1. HR Department runs custom query to report which departments have not completed time entry.**
2. Once all departments have entered/submitted time, HRIS Administrator/Staff reviews leave and time entered.
3. HR/Payroll Department runs custom program to load time/leave earnings into Payroll Paysheets.

Payroll Process Begins (Iterative Pay Calculations)
- This process produces paper and future electronic file that USM/CPB uses to produce employee paychecks.

After Pay Confirm in PS, HRIS Administrator runs leave accrual processing for each leave plan type (Sick, Annual, Personal, etc.)

New timesheets with updated leave balances are generated by Department Leave Preparers for the new cycle.

*If time is not submitted by established deadline, PS will allow payable time to automatically flow through for SALARIED employees only. Payable time for hourly employees and any cash overtime hours will be reflected in the next pay cycle.

Revised 06/2008
Prepared by: Human Resources
### Basic UMBC Time Processing and Payroll Steps

1. Campus departments run and distribute employee time sheet report.
2. HR runs Pre-Sheet Audit.
3. HR creates Paysheets.
4. HR review Paysheet balances.
5. HR runs “Populate Time Entry” process.
6. Campus departments enter time from paper time sheets into departmental UMBC Time Entry Page and approve.
7. HR runs query to ensure all departments have entered time.
8. HR runs “Time Update to Paysheets” process.
9. HR processes leave exception and accruals to populate updated leave balances.
10. HR runs the Pre-Calculation Audit report.
11. HR runs pay calculations.
12. HR reviews pay calculation results.
13. HR reviews payroll messages and correct errors.
14. HR runs pay calculations (if corrections were applied during review process).
15. HR runs FLSA process.
16. HR runs Journal Load process.
17. HR runs input file from USM (records one-time deductions, taxes, and balance earnings).
18. HR runs pay calculations.
19. HR corrects errors in pay calculation.
20. HR runs the final pay calculation.
21. HR runs Pay Confirm.
ANNUAL LEAVE

Regular employees earn annual leave based on the years of State Service and full-time equivalency. Part-time, regular employees working 50% or more shall earn annual leave on a pro-rated basis. The chart below provides an outline of annual leave earned based on a full-time and part-time status:

<table>
<thead>
<tr>
<th>NON-EXEMPT STAFF</th>
<th>Earning Per Pay Period (HH:MM)</th>
<th>Earnings Per Pay Period (Decimals)</th>
<th>Earning Per Year (Days)</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-4 yrs of State Service (100% FT)</td>
<td>3:05</td>
<td>3.08</td>
<td>10</td>
</tr>
<tr>
<td>5-10 yrs of State Service (100% FT)</td>
<td>4:37</td>
<td>4.62</td>
<td>15</td>
</tr>
<tr>
<td>11-20 yrs of State Service (100% FT)</td>
<td>6:09</td>
<td>6.15</td>
<td>20</td>
</tr>
<tr>
<td>21+ yrs of State Service (100% FT)</td>
<td>7:41</td>
<td>7.69</td>
<td>25</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>EXEMPT STAFF &amp; 12-MO. FACULTY</th>
<th>Earning Per Pay Period (HH:MM)</th>
<th>Earnings Per Pay Period (Decimals)</th>
<th>Earning Per Year (Days)</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-20 yrs of State Service (100% FT)</td>
<td>6:46</td>
<td>6.77</td>
<td>22</td>
</tr>
<tr>
<td>21+ yrs of State Service (100% FT)</td>
<td>7:41</td>
<td>7.69</td>
<td>25</td>
</tr>
</tbody>
</table>

Policy & Business Practices:

- Effective June 22, 2005, the MOU for Collective Bargaining was ratified. The MOU states that nonexempt employees in the union will begin to earn 15 annual days effective with the completion of the 4th year of service. Therefore, on the anniversary date of the 4th year, nonexempt employee will begin to earn the next annual rate. This new policy is not retroactive prior to June, 2005.

To provide uniformity for all nonexempt employees, UMBC has implemented the practice that all nonexempt employees (union and non-union) will begin to earn 15 annual days effective with the completion of the 4th year of service.

- Faculty not on a 12-month appointment do not earn annual leave. However, faculty on a 10-month appointment receive a fixed annual rate of 15 calendar days to cover the period of June 1 to June 15 which is treated as the contract period and not “technically annual leave.”

- The leave tracking program in the HR system applies leave accrual earnings based on the employee’s status as of the last day of the pay period. Examples: (1) If an individual was hired in the middle of a pay period, the system will give the newhire the full annual and sick leave accrual earnings for the pay period rather than pro-rating the accruals; (2) Employees terminating or separating within the pay period being processed, will not receive annual nor sick leave accrual earnings for the last pay period worked because when the system will acknowledge that the employee terminated/separated on a date within the pay period being processed. Thus, the individual is no longer considered an active employee.
A maximum of 50 days (400 hours) of annual leave may be carried into a new calendar year for exempt and nonexempt employees. Any annual leave in excess of 50 days must be used by the end of the first pay period in the new calendar year. Any annual leave that is unused as of that time shall be forfeited by the employee (forfeited leave does not include the accrual earned in the first pay period of the new calendar year).

UMBC has a policy enforced for 12-month faculty. Faculty in a 12-month appointment earn annual leave like regular exempt employees. However, these faculty members do not carry unused or excess annual leave into the new calendar year, unless approved by the Dean or Provost’s Office. Faculty must submit a written request to the Chairperson for submission to the Dean or Provost Office in September of the current year. If request is not approved, the faculty member loses all unused annual leave by the first full pay period of the new calendar year. Thus, annual balance is rolled back to 0. If request is approved, the Dean or Provost's Office will forward a listing to HR as notification of those faculty approved to carry annual leave into the new calendar year.

PERSONAL LEAVE

All full-time employees shall receive 3 days (not to exceed 24 hours) of personal leave in each calendar year. Part-time employees working 50% or more shall receive personal leave on a pro-rated basis. The chart below provides an outline of personal leave earned based on a full-time and part-time status:

<table>
<thead>
<tr>
<th>Non-Exempt, Exempt &amp; 12-mo. Faculty</th>
<th>Earnings (Hours/Decimals)</th>
</tr>
</thead>
<tbody>
<tr>
<td>100% FT</td>
<td>24</td>
</tr>
</tbody>
</table>

Personal leave must be used by the end of the first pay period which ends in the new calendar year. Any personal leave that is unused as of that time shall be forfeited by the employee. No employee shall be paid for unused personal leave.

Policy & Business Practices:

- At the end of each calendar year, a supervisor may, through appropriate channels, recommend to the institution’s Chief Executive Officer or designee that an employee be paid for days of annual leave lost pursuant to Section III of the Board of Regents Policy. The supervisor’s recommendation for payment for lost annual leave shall be accompanied by a written explanation of why the lost annual leave was not taken at another time during the calendar year. Payment is at the discretion of the chief executive officer or designee. It is also limited to unused annual leave that is in excess of the maximum accumulation and that is lost by the employee at the end of the calendar year.

- When an employee transfers to another institution in the University System of Maryland or transfers to another department in the same institution and/or moves from one employment category to another, or from the State of Maryland to the USM, all unused accumulated annual leave shall be transferred.

- Regular employees who leave the University System of Maryland are entitled to compensation for any unused annual leave that has been credited and available for use as of the date of separation.

- If a regular employee is transferring from another State Agency, it is the responsibility of the employee and department to get official documentation from the former agency (on agency letterhead) indicating service date(s) as well as any and all leave transferring to UMBC. A copy of the documentation must be forwarded to the Human Resources Department for immediate processing so that personnel and leave records may reflect accurately. If documentation is not submitted to HR within one (1) year of hire or transfer, then previous service will not be accounted in UMBC records.

Note: Individuals transferring from St. Mary’s College to UMBC may transfer their entire sick leave balance but only two (2) weeks of annual leave.
SICK LEAVE

Sick leave is paid leave granted to employees in an effort to provide some protection against the loss of earnings due to absences for health and allied reasons. All full-time, regular employees earn sick leave at the rate of 4 hours and 37 minutes per pay period (15 days per year). Employees working 50% or more shall earn sick leave on a pro-rated basis. The chart below provides an outline of sick leave earned based on a full-time and part-time status:

<table>
<thead>
<tr>
<th>Non-Exempt, Exempt &amp; 12-Mo. Faculty</th>
<th>Earning Per Pay Period (HH:MM)</th>
<th>Earnings (Decimal)</th>
<th>Earning Per Year (Days)</th>
</tr>
</thead>
<tbody>
<tr>
<td>100% FT</td>
<td>4:37</td>
<td>4.62</td>
<td>15.002</td>
</tr>
<tr>
<td>9, 9 ½, 10-Mo, 9 Paid over 12, 9 ½ Paid over 12 &amp; 10 Paid over 12 Month Faculty (Refer to Dr. Johnson’</td>
<td>100:00 (for the academic year)</td>
<td>4.55</td>
<td>12.500</td>
</tr>
</tbody>
</table>

Sick leave may be accumulated without a maximum limitation; however, all unused sick leave is forfeited when an employee separates from State Service for any reason other than a direct service retirement. Should an eligible individual return to State Service within the reinstatement period, all sick leave will be credited back to the employee’s leave balance.
Departmental Payroll Preparers are to run paper time sheets (with posted leave accruals), for all departmental employees, from the PeopleSoft Time Sheet Report Page. Payroll Preparers are able to run employee time sheets for distribution and completion on a bi-weekly basis, preferably by the Friday prior to the start of the pay period. Leave balances indicated on the time sheet will reflect leave accrued and leave usage as of the end of 2 pay periods prior assuming that all leave exceptions had been recorded in time entry accordingly.

The Payroll Preparer must follow the steps below to print employee time sheets:

Use the navigation: **Home > UMBC Time and Leave Processing > Employee Timesheet**

![Employee Timesheet](image)

**Run Control ID:**

When you want to run a report, you need to tell the system when and where you want it to print. For example, you might tell it to print the report on the database server at midnight, or you'd like to see it in your browser right away. For most reports, you also need to set parameters that determine the content of the report, such as the business unit or time period on which to report. A run control is a database record that provides values for these settings. Instead of entering the same values each time you run a report, you create (and save) a run control with those settings. The next time you run the report, you select the run control, and the system fills in the settings.

Each run control you create receives a unique run control ID. When you select a report or process from a menu, a search dialog box appears, asking for a run control ID. If you're in Add mode, enter a new ID for the run control you're about to define. If you're in Update/Display mode, enter an existing run control ID or click on the Search button and select from the list of available run control IDs.

After entering the Run Control ID, click on “Search.”
The first time you run a report, you will need to add a value for your Run Control. Double click on "Add a New Value".

Employee Timesheet

Find an Existing Value  Add a New Value

Run Control ID: timesheet

Add

Find an Existing Value  Add a New Value

One option for a Run Control is to type in your name with a number at the end such as ‘timesheet’; then click Add.

Employee Timesheet

Find an Existing Value  Add a New Value

Run Control ID: timesheet

Add

Find an Existing Value  Add a New Value
The next time you run a report, you can use the same Run Control.

Upon entering a Run Control ID, the Employee Timesheet parameter screen will appear.

**Run Control ID**: The Run Control ID that was created and/or used to initiate the process is displayed

**Language**: English

**Report Parameters**

**Pay Run ID**: Enter the pay cycle in which timesheets are being printed for. For example, pay period 2004-18 would be entered as 2004018 (the hyphen is substituted with a 0).

**Department**: Enter the department ID for the employees you want to print time sheets for. Or click on the magnifying glass to get a listing of available depts. (available departments depends on your row-level security). Once a dept ID has been selected, press Tab and the dept description will appear.

**Display Page 1 Only**: Check this box if you only want the time and leave report page to print and NOT the account code and distribution page. Not all departments will have the need to change account codes and/or distribution percentages each pay period, thus not requiring the second page.
Include Contract, Hourly, Salaried Employees: Preparers have the option of printing timesheets for specific groups of employees. Use the checkboxes to indicate the employee groups to print.

Save: Click on Save after selecting the necessary parameters.

Run: Click on Run to initiate the process. By doing this, the Process Scheduler Request screen will appear.

User ID: Based on your login into PeopleSoft, your login ID will appear for the User ID.

Run Control ID: The control ID that was entered previously to begin the process will appear.

Server Name: The server name will automatically default to its proper setting.

Recurrence and Time Zone: Leave blank.

Run Date: This field defaults to the current date; however, a different date can be entered or selected (by clicking on the calendar icon) if a different run date is needed.

Run Time: Defaults to the current time.

Reset to Current Date/Time: If you a different date and/or time has been entered but you want to have the process run during the current date and time, click on this button to reset.
Click on OK to run the report.

After clicking on OK to run the report, PeopleSoft will go back to the page with the report parameters. At this point, click on the Process Monitor hyperlink. This will forward you to a Process List page that will indicate the status of the report request.
The run status will go through a Processing, Posted, and Success status. Clicking on the Refresh button multiple times will update the run status as the process goes through each mode. The run status must ultimately indicate “success.” Within this page, you can review the details of the process by clicking on the details hyperlink.

When the Details hyperlink is clicked, a Process Detail page will appear.
By clicking on the View Log/Trace hyperlink, PeopleSoft will forward you to the Report Log/View screen.
The Report/Log Viewer screen will have all of the applicable information regarding the report (i.e. report name, status, server name, etc.).

The PDF file is the report file of all current time sheets for the department. Click on the PDF link and PeopleSoft will take you to an Adobe Acrobat screen which will bring up the time sheets on the screen.
Page 1 is a replica of the original UMBC timekeeping record. The page is used to indicate and/or track days worked in addition to leave usage and availability (see a closer view of page 1 on the next page).
UMBC Hourly Timekeeping & Exception Time Reporting Record

Name: Stevens, Darren  
Social Security No.: xxx-xx-0015  
Employee Status: Exempt, Regular  
Emp ID: T3022  
Emp Postal: 0  
Position: 10015810 (SYSTEMS ANALYST)  
Department: 10245 (Human Resources)  
Pay Period: 2008-16  
From: 01/01/2008  
To: 02/02/2008  
Rate: 100%  
Ann Earn: 6.77  
Sick Earn: 4.52

<table>
<thead>
<tr>
<th>Employee Signature</th>
<th>Date</th>
<th>Supervised Signature</th>
<th>Date</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>TIME ACCOUNTED FOR IN HOURS AND MINUTES</th>
<th>FIRST WEEK</th>
<th>SECOND WEEK</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sun</td>
<td>Mon</td>
<td>Tue</td>
</tr>
<tr>
<td>Duty Days (Exempt)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Time In (Exempt)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Time Out</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Hours Worked</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(incl. Overtime Compensation)</td>
<td>Box A</td>
<td></td>
</tr>
<tr>
<td>Shift Differential Hours Worked (incl. Total Hours)</td>
<td></td>
<td>Box B</td>
</tr>
<tr>
<td>LEAVE TIME TAKEN</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Annual Vacation Hours Used</td>
<td></td>
<td>Box C</td>
</tr>
<tr>
<td>Sick Time Hours Used</td>
<td></td>
<td>Box D</td>
</tr>
<tr>
<td>Personal Hours Used</td>
<td></td>
<td>Box E</td>
</tr>
<tr>
<td>Other Leave Hours Used</td>
<td></td>
<td>Box F</td>
</tr>
<tr>
<td>ACC Code</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

UMBC LEAVE CODES:  
JDU Jury Duty-Paid  
SD1 Substantiated Wnteas-Paid  
COMMENTS

ACC Accident Leave-Paid (> 6 mos.)  
LWP Leave Without Pay  
SD2 Substantiated Wnteas-Unded

ACE Accident Leave-Paid (> 6 mos.)  
MLP Military Leave-Paid  
MLP (Non-Lethal) Leave-Paid

ADMIN Admin Leave-Paid  
NOD Non-Lethal Leave-Paid  
NOD Suspension Pending Charge-Filled

BEN Benefit Category Supported Sick Leave  
SRV Sick Leave-Benefit Suspension-Paid  
SRV Sick Leave-Family Suspension-Paid

COU Consecutive Time Leave-Paid  
SRK Sick Leave-Advanced-Paid  
ULV Unlim Leave-Paid

Dani Consecutive Leave-Paid  
SRK Sick Leave-Immediate Family-Paid  
ULV Unlim Leave-Paid

DSK Disciplinary Suspension-Unded  
SRK Sick Leave-Extended-Paid  
VAD Vacation Leave-Advanced-Paid

FLU Flu Family Medical Leave-Unded  
SRK Sick Leave-Immediate Family-Paid  
VAD Vacation Leave-Advanced-Paid

HOL Holiday  
SRK Sick Leave-Leave Reserve Fund-Paid

Leave Balances as of the end of Pay Period 2008-14 (05-JAN-2008)  
(Hours/Days/Date): Vacation: 0.00  
(Hours/Days/Date): Sick: 0.00  
(Hours/Days/Date): 0.00  
(Hours/Days/Date): 0.00  
(Hours/Days/Date): Compensatory (Exempt): 0.00  
(Hours/Days/Date): Personal: 0.00

Revised 06/2008  
Prepared by: Human Resources  
Page 21
The chart below indicates the codes (shown on the bottom portion of the time sheet) to be used when indicating/recording the various types of leave usage on the paper time sheet:

<table>
<thead>
<tr>
<th>Leave Codes</th>
<th>Leave Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC</td>
<td>Accident Leave &lt;= 6 months-Paid</td>
</tr>
<tr>
<td>ACE</td>
<td>Accident Leave &gt;6 months-Paid</td>
</tr>
<tr>
<td>ADM</td>
<td>Administrative Leave-Paid</td>
</tr>
<tr>
<td>CSK</td>
<td>Collegially Supported Sick Leave</td>
</tr>
<tr>
<td>CMU</td>
<td>Compensatory Time Used-Paid</td>
</tr>
<tr>
<td>DIS</td>
<td>Disaster Leave-Paid</td>
</tr>
<tr>
<td>DSU</td>
<td>Disciplinary Suspension-Unpaid</td>
</tr>
<tr>
<td>FLU</td>
<td>Family Medical Leave (FMLA)-Unpaid</td>
</tr>
<tr>
<td>HOL</td>
<td>Holiday-Observed</td>
</tr>
<tr>
<td>JDP</td>
<td>Jury Duty-Paid</td>
</tr>
<tr>
<td>LWP</td>
<td>Leave Without Pay</td>
</tr>
<tr>
<td>MLP</td>
<td>Military Leave-Paid</td>
</tr>
<tr>
<td>MLU</td>
<td>Military Leave-Unpaid</td>
</tr>
<tr>
<td>SLP</td>
<td>Sabbatical Leave-Paid</td>
</tr>
<tr>
<td>SKF</td>
<td>Sick Leave-Immediate Family-Paid</td>
</tr>
<tr>
<td>BRV</td>
<td>Sick Leave-Bereavement-Paid</td>
</tr>
<tr>
<td>SKA</td>
<td>Sick Leave Advanced-Paid</td>
</tr>
<tr>
<td>SKE</td>
<td>Sick Leave Extended-Paid</td>
</tr>
<tr>
<td>SKR</td>
<td>Sick Leave-Leave Reserve Fund-Paid</td>
</tr>
<tr>
<td>SKD</td>
<td>Sick Leave-Leave Donation-Paid</td>
</tr>
<tr>
<td>S01</td>
<td>Subpoenaed Witness-Paid</td>
</tr>
<tr>
<td>S02</td>
<td>Subpoenaed Witness-Unpaid</td>
</tr>
<tr>
<td>SUP</td>
<td>Suspension Pending Charges-Paid</td>
</tr>
<tr>
<td>SUU</td>
<td>Suspension Pending Charges-Unpaid</td>
</tr>
<tr>
<td>UAU</td>
<td>Unauthorized Absence-Unpaid</td>
</tr>
<tr>
<td>UNL</td>
<td>Union Leave-Paid</td>
</tr>
<tr>
<td>VAD</td>
<td>Vacation Leave Advanced-Paid</td>
</tr>
</tbody>
</table>

When using leave without pay, annual and sick leave accruals are pro-rated based on the number of days in an unpaid status. Hence, if an employee is on unpaid leave for an entire pay period, that employee does not accrue annual nor sick leave for that pay period. However, if an employee is on unpaid leave for a portion of the pay period but is in a “paid” status for the other portion of the pay period, that employee accrues only a percentage of their normal annual and sick leave for that pay period.
Page 2 of the time sheet displays the current account codes and distribution percentages that the employee is paid from. Other information such as Project/Grant, Fund and Program Numbers are indicated (see closer, partial snapshot view on the next page):
## UMBC Hourly Timekeeping & Exception Time Reporting Record

**Name:** Slaven, Damien  
**Emp ID:** T227002  
**Emp ID:** 0  
**Position:** 10010510 (SYSTEMS ANALYST)

**Pay Period:** 2008-16  
**From:** 01/20/2008  
**To:** 02/02/2008

**Any HR Account changes on this sheet will be effective FROM 01/01/2008 and will remain in effect until further departmental action is taken.**

<table>
<thead>
<tr>
<th>HR Account Code</th>
<th>Current Percentage</th>
<th>New Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>00167756 (Regular Exempt)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6010/02</td>
<td>13345 (Human Resources)</td>
<td>100%</td>
</tr>
<tr>
<td>Project/Grant: Fund: 1111 Program:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>00167756 (Regular Exempt)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6010/02</td>
<td>13445 (Human Resources)</td>
<td>100%</td>
</tr>
<tr>
<td>Project/Grant: Fund: 1111 Program:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>00167756 (Regular Exempt)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6010/02</td>
<td>13346 (Human Resources)</td>
<td>100%</td>
</tr>
<tr>
<td>Project/Grant: Fund: 1111 Program:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>00167756 (Regular Exempt)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6010/02</td>
<td>13345 (Human Resources)</td>
<td>100%</td>
</tr>
<tr>
<td>Project/Grant: Fund: 1111 Program:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

---

Processed By (Print):  
Signature of Processor:  
Date: 

---

Revised 06/2008  
Prepared by: Human Resources  
Page 24
HOW NON-EXEMPT EMPLOYEES MUST RECORD TIME

* Non-exempt employees are required to record “Time In/Time Out” on time sheets.
* For consistency and accurate reporting, preferably, leave usage should be recorded in hours and decimals on the employee printed time sheets.
* Non-exempt employees must take personal leave in at least 1-hour increments.

SAMPLE #N1: This sample time sheet is based on a Non-exempt employee in a full-time (100%) status:

<table>
<thead>
<tr>
<th></th>
<th>SUN</th>
<th>MON</th>
<th>TUES</th>
<th>WED</th>
<th>THR</th>
<th>FRI</th>
<th>SAT</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Duty Days (Exempt)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Time In (Non Exempt)</td>
<td></td>
<td>8:00</td>
<td></td>
<td>8:00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Time Out</td>
<td>9:35</td>
<td>4:30</td>
<td>4:30</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Hours Worked (Incl. Overtime/Compensatory)</td>
<td>1:35</td>
<td>8</td>
<td>8</td>
<td></td>
<td></td>
<td></td>
<td>25:35</td>
<td></td>
</tr>
<tr>
<td>Shift Differential Hours Worked (Incl. In Total Hours)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>LEAVE TIME TAKEN</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual Vacation Hours Used</td>
<td>2.25</td>
</tr>
<tr>
<td>Sick Time Hours Used</td>
<td>8 8</td>
</tr>
<tr>
<td>Personal Hours Used</td>
<td>4 4</td>
</tr>
<tr>
<td>Other Leave Hours Used And Code</td>
<td>8 CMP</td>
</tr>
</tbody>
</table>

In the sample time sheet #N1, vacation leave usage is reflected as 2.25 hours which is equivalent to 2 hours and 15 minutes.
SAMPLE #N2: This sample time sheet is based on a Non-exempt employee in a part-time status at 75%:

<table>
<thead>
<tr>
<th></th>
<th>SUN</th>
<th>MON</th>
<th>TUES</th>
<th>WED</th>
<th>THR</th>
<th>FRI</th>
<th>SAT</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Duty Days</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(Exempt)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Time In</td>
<td>8:00</td>
<td>8:00</td>
<td>8:00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(Non Exempt)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Time Out</td>
<td>10:35</td>
<td>2:30</td>
<td>2:30</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Hours</td>
<td>2:35</td>
<td>6</td>
<td>6</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>14:35</td>
</tr>
<tr>
<td>Worked</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(Incl. Overtime/Compensatory)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

|               |     |     |      |     |     |     |     |       |
| LEAVE TIME TAKEN |     |     |      |     |     |     |     |       |
| Annual Vacation | 2.25|     |      |     |     |     |     | 2.25  |
| Hours Used     |     |     |      |     |     |     |     |       |
| Sick Time      |     | 6   | 6    |     |     |     |     | 6     |
| Hours Used     |     |     |      |     |     |     |     |       |
| Personal       | 1   |     |      |     |     |     |     | 1     |
| Hours Used     |     |     |      |     |     |     |     |       |
| Other Leave    |     | 6   |      |     |     |     |     | 6     |
| Hours Used     |     |     |      |     |     |     |     |       |
| And Code       |     | HOL |      |     |     |     |     |       |

Sample time sheet #N2 reflects a Non-exempt employee recording time and leave usage based on his/her part-time status. The employee is employed 75% and is scheduled to work 5 days per week. This means that the employee works a minimum of 30 hours per week to maintain his/her 75% equivalency. Additionally, the employee earns leave and uses leave based on the 75% and his/her work schedule (this employee observes holidays at 6 hours because the employee works 6 hours per day).
Full-time, Non-exempt employees who work over the regular 40 hours in a given week are required to be compensated via overtime cash payment or via the earning of compensatory time. Overtime and compensatory time for Non-exempt employees are calculated at the rate of time and a half.

SAMPLE #N3: This sample time sheet is based on a Non-exempt employee in a full-time (100%) status:

<table>
<thead>
<tr>
<th></th>
<th>SUN</th>
<th>MON</th>
<th>TUES</th>
<th>WED</th>
<th>THR</th>
<th>FRI</th>
<th>SAT</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Duty Days</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(Exempt)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Time In</td>
<td>8</td>
<td>8</td>
<td>6</td>
<td>8</td>
<td>8</td>
<td>9</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(Non Exempt)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Time Out</td>
<td>4:30</td>
<td>4:30</td>
<td>4:30</td>
<td>4:30</td>
<td>6:00</td>
<td>1:00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Hours Worked</td>
<td>8</td>
<td>8</td>
<td>10</td>
<td>8</td>
<td>9:30</td>
<td>4:00</td>
<td>47:30</td>
<td></td>
</tr>
<tr>
<td>(Incl. Overtime/Compensatory)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Shift Differential Hours Worked (Incl. In Total Hours)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

If the employee in time sheet #N3 (above) is compensated via compensatory time, then he/she would earn 7 hours and 30 minutes plus time and a half. Therefore, the calculation would be as follows:

- Hours Over 40 = 7:30 (7.50)
- Hours At Time And A Half = +3:45 (3.75)
- Total Compensatory Time Earned = 11:15 (11.25)

Compensatory time can be carried from one year to the next. Non-exempt employees are paid for all unused compensatory leave at the time of separation from the University.

Nonexempt employees can earn compensatory time up to 240 hours.
HOW EXEMPT EMPLOYEES MUST RECORD TIME

Effective January 2000, the Board of Regents (BOR) approved a policy on Work Schedules for Regular Exempt Employees (VII-6.10). Employees in exempt positions should be assigned a reasonable work schedule. The work of employees in exempt positions is not measured solely by the hours worked. Employees in exempt positions are expected to work the hours necessary to complete assignments on a schedule that satisfies the requirements of the job. Hence, Exempt employees will no longer account for eight hours in a workday; however, the BOR Policy on Work Schedules for Exempt Employees (VII-6.10) states that a typical bi-weekly period will consist of 80 hours.

* Start Times, end times, and actual hours worked shall not be recorded nor tracked on the time sheet for Exempt employees. Exempt staff will record days worked as “duty days” on their time sheets by marking a “D” in the appropriate box.

* Exempt employees will record leave usage in full day increments in the appropriate section of the time sheet (based on full/part-time work schedule, whatever constitutes a workday). Since non-exempt, hourly paid employees may be “docked” for absences of less than a full day, as a general rule, Exempt staff cannot be “docked” for absences of less than a full day. Conceptually, the FLSA allows certain jobs to be “exempt” from the requirement to pay overtime for all hours worked over 40 worked in a given workweek. The need for the exemption was that some jobs are complex and it is not possible to divide the work done into hourly increments. These jobs may require incumbents to work less or more hours than the standard 40 each week to achieve results. In agreeing to “exempt” these jobs, the law incorporated the logic that the jobs could not be “divided” into hourly increments. Thus when there is an absence of less than a full day, it is inconsistent for the employers to “divide” the job into hourly increments for the purpose of deducting pay and, at the same time, to preserve the argument that the same job cannot be “divided” into hourly increments for overtime purposes.
SAMPLE #E1: This sample time sheet is based on an Exempt employee in a full-time (100%) status:

<table>
<thead>
<tr>
<th></th>
<th>SUN</th>
<th>MON</th>
<th>TUES</th>
<th>WED</th>
<th>THR</th>
<th>FRI</th>
<th>SAT</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Duty Days (Exempt)</td>
<td></td>
<td></td>
<td></td>
<td>D</td>
<td>D</td>
<td>D</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Time In (Non Exempt)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Time Out</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Hours Worked</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(Incl. Overtime/</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Compensatory)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Shift Differential</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hours Worked (Incl.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>In Total Hours)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**LEAVE TIME TAKEN**

<table>
<thead>
<tr>
<th>Leave Type</th>
<th>Sun</th>
<th>Mon</th>
<th>Tue</th>
<th>Wed</th>
<th>Thu</th>
<th>Fri</th>
<th>Sat</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual Vacation Hours</td>
<td>4</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sick Time Hours Used</td>
<td>8</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Personal Hours Used</td>
<td>4</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other Leave Hours Used</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>And Code</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

COMMENTS

Leave usage for Exempt employees may be split between leave type as long as the total leave hours for the day is equivalent to the employee’s full day work hours.
SAMPLE #E2: This sample time sheet is based on an Exempt employee in a full-time (100%) status, but with a 4-day work schedule:

<table>
<thead>
<tr>
<th>SUN</th>
<th>MON</th>
<th>TUES</th>
<th>WED</th>
<th>THR</th>
<th>FRI</th>
<th>SAT</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Duty Days (Exempt)</td>
<td>D</td>
<td>D</td>
<td>D</td>
<td>D</td>
<td>D</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Time In (Non Exempt)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Time Out</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Hours Worked (Incl. Overtime/Compensatory)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Shift Differential Hours Worked (Incl. In Total Hours)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**LEAVE TIME TAKEN**

<table>
<thead>
<tr>
<th></th>
<th>SUN</th>
<th>MON</th>
<th>TUES</th>
<th>WED</th>
<th>THR</th>
<th>FRI</th>
<th>SAT</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual Vacation Hours Used</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sick Time Hours Used</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Personal Hours Used</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other Leave Hours Used And Code</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The regular work schedule of the employee in time sheet #E2 4 days per week (anticipating 10 hours per day to equate to a 40-hour work week); therefore, the employee records “D” for each of the 4 days worked. If the employee were to record leave usage, the time sheet would indicate 10 hours of leave usage, unless in the case of holiday observance. Please refer to the “UMBC Practice” in the Holiday Policy section of this manual.
**SAMPLE #E3: This sample time sheet is based on an Exempt employee in a part-time (75%) status:**

<table>
<thead>
<tr>
<th></th>
<th>SUN</th>
<th>MON</th>
<th>TUES</th>
<th>WED</th>
<th>THR</th>
<th>FRI</th>
<th>SAT</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Duty Days (Exempt)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Time In (Non Exempt)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Time Out</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Hours Worked (Incl. Overtime/Compensatory)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Shift Differential Hours Worked (Incl. In Total Hours)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**LEAVE TIME TAKEN**

<table>
<thead>
<tr>
<th></th>
<th>SUN</th>
<th>MON</th>
<th>TUES</th>
<th>WED</th>
<th>THR</th>
<th>FRI</th>
<th>SAT</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual Vacation Hours Used</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>6</td>
</tr>
<tr>
<td>Sick Time Hours Used</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>6</td>
</tr>
<tr>
<td>Personal Hours Used</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**COMMENTS**

Sample time sheet #E3 reflects an Exempt employee recording time and leave usage based on his/her part-time status. The employee is employed 75% and is scheduled to work 5 days per week. The employee earns and uses leave based on the 75%; thus, leave usage would be in increments of 6 hours per day.
Normally, absences during the regularly scheduled duty days will require the recording of **leave in full day increments**. However, in unusual circumstances (i.e., working hours in excess of the normally scheduled workweek), management has the discretion to permit a temporary schedule change that allows the employee to be absent from work without using leave. In these instances, an asterisk (*) should be marked on the time sheet with the following notation: “employee satisfactorily completed job requirements and work schedule.”

**SAMPLE #E4**: This sample time sheet is based on an Exempt employee in a full-time (100%) status:

<table>
<thead>
<tr>
<th></th>
<th>SUN</th>
<th>MON</th>
<th>TUES</th>
<th>WED</th>
<th>THR</th>
<th>FRI</th>
<th>SAT</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Duty Days (Exempt)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Time In (Non Exempt)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Time Out</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Hours Worked (Incl. Overtime/Compensatory)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Shift Differential Hours Worked (Incl. In Total Hours)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>LEAVE TIME TAKEN</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Annual Vacation Hours Used</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sick Time Hours Used</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Personal Hours Used</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other Leave Hours Used</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>And Code</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Employee satisfactorily completed job requirements and work schedule.*
SAMPLE #E5: This sample time sheet is based on an Exempt employee in a full-time (100%) status using Military Leave-Paid:

<table>
<thead>
<tr>
<th></th>
<th>SUN</th>
<th>MON</th>
<th>TUES</th>
<th>WED</th>
<th>THR</th>
<th>FRI</th>
<th>SAT</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Duty Days (Exempt)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>D</td>
<td>D</td>
<td>D</td>
<td></td>
</tr>
<tr>
<td>Time In (Non Exempt)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Time Out</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Hours Worked (Incl. Overtime/Compensatory)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Shift Differential Hours Worked (Incl. In Total Hours)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**LEAVE TIME TAKEN**

<table>
<thead>
<tr>
<th></th>
<th>SUN</th>
<th>MON</th>
<th>TUES</th>
<th>WED</th>
<th>THR</th>
<th>FRI</th>
<th>SAT</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual Vacation Hours Used</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sick Time Hours Used</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Personal Hours Used</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other Leave Hours Used</td>
<td>8</td>
<td>8</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>16</td>
</tr>
<tr>
<td>And Code</td>
<td>MLP</td>
<td>MLP</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

COMMENTS

When indicating leave on the time sheet such as Military Leave, Jury Duty, Subpoenaed Witness, or Work Injury, proper documentation (for possible future reference and auditing purposes) must be attached to the time sheet. Additionally, when indicating Administrative Leave or Holiday (observed at a later date), the Comments Section of the time sheet must reflect the reason for Administrative Leave (i.e., “Leaders of America” Conference on 10/24/2000 thru 10/27/2000) and/or the holiday that was observed (i.e., Labor Day observed on 11/11/2000).
HOW FACULTY MUST RECORD TIME

The work of employees in faculty positions is not measured solely by the hours worked. Employees in faculty positions are expected to work the hours necessary to complete assignments on a schedule that satisfies the requirements of the job.

The following 2 pages contain a memorandum, from Dr. Arthur T. Johnson to Chairs and Center Directors, regarding Faculty Timekeeping effective April 16, 2004:
DATE: April 16, 2004
TO: Chairs and Center Directors
FROM: Arthur T. Johnson, Provost
RE: Faculty Timekeeping and Faculty Sick Leave Balances

As you know, we are in the process of converting all payroll operations to PeopleSoft. Two aspects of this conversion have particular import for faculty and there are some new features of leave accrual and faculty timekeeping that are being implemented. The purpose of this memo is to bring you up to date on these policies and procedures.

Faculty Leave. Prior to the implementation of PeopleSoft, faculty leave balances have been calculated and maintained at the department level. Under PeopleSoft, faculty sick leave (and, if applicable, annual and personal leave) will be credited automatically for the academic or fiscal year, as appropriate. A decision has been made to accrue 12.5 days of sick leave per year for all faculty holding 9, 9.5, and 10-month appointments, effective with pay Period 21, which began on April 4, 2004. Sick leave earned by faculty teaching during Summer Session I and II will not be accrued automatically, but will be entered manually following completion of the summer sessions.

In order for the current leave balances to be correct, it is necessary to transfer into PeopleSoft the total accrued leave balances for each faculty member from his or her first day of employment up to and including April 3, 2004, the ending date of Pay Period 20. From April 4, 2004 forward, earned leave is automatically being tracked by PeopleSoft. For some departments, this has been a matter of combining the balances from the most recent department summary sheet (which includes FY03) with the balances from the FY04 time sheets through Pay Period 20 (which ended April 3, 2004). For Departments that do not have current records, this has meant updating the summary sheet, obtaining faculty time sheets through Pay Period 20, and calculating the balances. The target date for submission of these leave balances has been extended to April 21, 2004.

If updating the records takes longer than April 21, the payroll preparer should contact Sherrell McNamara when they are completed and provide her with the balances and the pay period through which they are current. Note that leave balances in PeopleSoft will not be accurate until the previously accrued leave balances have been entered. Auditors will be coming to campus in the near future, so it is important that these processes be completed soon and that the required documentation (summary sheet and time sheets for the past five years) be on file in your department.
Faculty Timekeeping. Board of Regents Policy 11-2.30 states that “each faculty member, regardless of the source of funding or retirement system in which he or she is enrolled, who is employed at least 50% time, must complete monthly positive time reports and sign the fiscal year summary record unless an exemption has been requested by the individual and approved by the President.” In addition, the policy states that the “institution shall retain monthly time reports for each individual for five years, and shall retain summary records of these reports until the individual leaves employment.”

The Regents’ policy exempts part-time faculty teaching less than 50% time from filling out time sheets. For purposes of determining level of effort for part-time faculty, UMBC will consider a regular, 3-credit course to represent 20% of full-time effort for a semester or 10% of full-time effort for an academic year. (This guideline is part of an ongoing implementation of Board of Regents’ policies on non-tenure track faculty.) Graduate assistants and faculty teaching in Summer and Winter Programs will not be required to complete time sheets.

Academic departments and centers will continue to be responsible for obtaining time sheets from faculty on a monthly basis. Some departments may wish to use the PeopleSoft biweekly time sheets, which will show accrued leave balances; others may wish to use sheets that record time for each calendar month. These decisions should be made by the department with attention to minimizing the administrative burden on staff members. Regardless of the format of reporting, the department is required to maintain the time reports for faculty in accordance with the Board of Regents’ policy.

Thank you in advance for your cooperation. Please address any questions that you have regarding leave balances or timekeeping procedures for faculty to one of the following:

**College of Arts and Sciences:**
Janie Stevenson, jstevens@umbc.edu, X53228
Jonathan Finklestein, finkle@umbc.edu, X53712

**College of Engineering and Information Technology:**
Jim Milani, milani@umbc.edu, X53556

**Provost’s Office:**
Marilyn Demorest, demorest@umbc.edu, X53150

c: Valerie Bell, Human Resources
Sherrell McNamara, Human Resources
Shlomo Carmi, College of Engineering and Information Technology
Janet Rutledge, Graduate School
G. Rickey Welch, College of Arts and Sciences
Beth Snyder Jones, Office of Summer, Winter, and Special Programs
Completing Faculty Timesheets:

* Start Times, end times, and actual hours worked shall not be recorded nor tracked on the time sheet for faculty employees. Faculty will record days worked as “duty days” on their time sheets by marking a “D” in the appropriate box.

* Faculty will record Annual, Personal, Holiday and Sick Leave usage in full day increments in the appropriate section of the time sheet (based on work schedule, whatever constitutes a workday).

Sample #F1: Faculty time sheet

<table>
<thead>
<tr>
<th></th>
<th>SUN</th>
<th>MON</th>
<th>TUES</th>
<th>WED</th>
<th>THR</th>
<th>FRI</th>
<th>SAT</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Duty Days (Exempt)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>D</td>
<td>D</td>
<td>D</td>
<td>D</td>
</tr>
<tr>
<td>Time In (Non Exempt)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Time Out</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Hours Worked (Incl. Overtime/ Compensatory)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Shift Differential Hours Worked (Incl. In Total Hours)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**LEAVE TIME TAKEN**

<table>
<thead>
<tr>
<th></th>
<th>SUN</th>
<th>MON</th>
<th>TUES</th>
<th>WED</th>
<th>THR</th>
<th>FRI</th>
<th>SAT</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual Vacation Hours Used</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sick Time Hours Used</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Personal Hours Used</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other Leave Hours Used And Code</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Please note that holiday hours for faculty should be maintained within the department. The leave accrual program will not maintain holiday hours for faculty.**
### Sample #F2: Faculty time sheet with leave usage

<table>
<thead>
<tr>
<th></th>
<th>SUN</th>
<th>MON</th>
<th>TUES</th>
<th>WED</th>
<th>THR</th>
<th>FRI</th>
<th>SAT</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Duty Days (Exempt)</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>D</td>
</tr>
<tr>
<td><strong>Time In (Non Exempt)</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Time Out</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Hours Worked (Incl. Overtime/Compensatory)</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Shift Differential Hours Worked (Incl. In Total Hours)</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### LEAVE TIME TAKEN

<table>
<thead>
<tr>
<th></th>
<th>SUN</th>
<th>MON</th>
<th>TUES</th>
<th>WED</th>
<th>THR</th>
<th>FRI</th>
<th>SAT</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Annual Vacation Hours Used</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Sick Time Hours Used</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Personal Hours Used</strong></td>
<td>8</td>
<td>8</td>
<td>8</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Other Leave Hours Used</strong></td>
<td>8</td>
<td>8</td>
<td>8</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>24</td>
</tr>
<tr>
<td><strong>And Code</strong></td>
<td>CSK</td>
<td>CSK</td>
<td>CSK</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**COMMENTS**
HOW STUDENT EMPLOYEES MUST RECORD TIME

Please note that it is not mandatory that students and hourly employees to complete the timesheets generated through PeopleSoft. If departments have a timekeeping tool in place, that works well for the dept, then the student and/or hourly employee may continue to use that timekeeping tool.

* Student employees are required to record "Time In/Time Out".

* For consistency and accurate reporting, preferably, time worked ("Time In/Time Out") should be recorded in hours and decimals on the time sheets.

* Departments are strongly encouraged not to work students more than 20 hours per week (40 hours per pay period) during the academic year; however, students may work over 20 hours during the summer period.

<table>
<thead>
<tr>
<th></th>
<th>SUN</th>
<th>MON</th>
<th>TUES</th>
<th>WED</th>
<th>THR</th>
<th>FRI</th>
<th>SAT</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Duty Days</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(Exempt)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Time In</td>
<td>10:00</td>
<td>1:00</td>
<td></td>
<td>8:00-3:30</td>
<td>10:00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(Non Exempt)</td>
<td>11:30</td>
<td>3:15</td>
<td></td>
<td></td>
<td></td>
<td>10:15-5:00</td>
<td>11:30</td>
<td></td>
</tr>
<tr>
<td>Time Out</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>1:30</td>
<td>2:15</td>
<td>3:45</td>
<td>1:30</td>
<td>9:00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Hours</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Worked</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(Incl. Overtime/Compensatory)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Shift Differential</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hours Worked</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(Incl. In Total Hours)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

LEAVE TIME TAKEN

|               |     |     |      |     |     |     |     |       |
| Annual Vacation|     |     |      |     |     |     |     |       |
| Hours Used     |     |     |      |     |     |     |     |       |
| Sick Time      |     |     |      |     |     |     |     |       |
| Hours Used     |     |     |      |     |     |     |     |       |
| Personal       |     |     |      |     |     |     |     |       |
| Hours Used     |     |     |      |     |     |     |     |       |
| Other Leave    |     |     |      |     |     |     |     |       |
| Hours Used     |     |     |      |     |     |     |     |       |
| And Code       |     |     |      |     |     |     |     |       |

COMMENTS

* If a student works in multiple departments, the student must complete a time sheet for each department.

* If a student works in multiple departments, resulting in hours worked in excess of 40, then the last department that hired the student is responsible for overtime payment.
HOW DEPARTMENTAL PAYROLL PREPARERS MUST RECORD/SUBMIT TIME

Once the departmental employees have completed the paper time sheets and supervisors have signed them for authorization of time worked and leave usage, the preparer must then enter all payable time onto the Departmental Time Entry Page (custom page). The Departmental Time Entry Page is a custom page that consists of all departmental employees on one page. In other words, the preparer can only see those employees that are affiliated/work in his/her department. This page also includes boxes to record hours for payable time such as Regular, Annual, Sick, Personal, Holiday as well as Shift pay. An “other” box is included to capture data such as compensatory time, for example. The preparer must use the following navigation to access the Departmental Time Entry page:

Home>UMBC Time and Leave Processing>UMBC Time Entry

This navigation will forward the preparer to a department search screen where the preparer can enter his/her department number (if known) or perform a department lookup to access the departmental time entry page as shown below:
Once the department code or name has been entered or a department has been selected from the search listing, the populated Departmental Time Entry screen appears (populated with emplid, empl record, name, position number, position description and rate of pay). At this point, Preparers are required to input applicable time and leave for each employee for the pay period.

**All departments are required to complete and approve the Departmental Time Entry Page by 5 pm on the scheduled deadline date indicated on the payroll schedule calendar (issued by the HR/Payroll Staff).**

**Department:** Department ID and description (automatically appears).

**Pay Period End Date:** The period in which time is being processed. This field is automatically populated upon access to this screen.

**Pay Group:** Pay Group is a grouping of employees used to facilitate payroll processing because of common requirements such as employee class and pay frequency. The available options are salaried (SAL), hourly (HRL), or contract (CNT). These options will become accessible only if the department possesses employees that fit each the pay group.

**Note:** If you have more than one Pay Group, the “blue header bar” would read “1 of 2” or “1 of 3.” To move from one pay group to another, click on the arrow highlighted in yellow and black to go to the next or previous pay group. Another method is to click on “First” or “Last”.

**EmplID:** The 10-digit identification number assigned to the employee upon hire in PeopleSoft. This field is not updateable via the Custom Time Entry Page.
**Empl Rcd Nbr:** A system-assigned number used to indicate when an employee has more than one record in the system. The primary job/position is always 0. All employees have a “0” record. An employee appearing with more than one Emp Rcd Nbr on the Custom Time Entry Page will only occur if the employee holds more than one job within the department. This number is not updateable through Custom Time Entry Page.

**Name:** Full name of the employee. Employees name will automatically appear. This field is not updateable via Custom Time Entry Page.

**Position #:** Identification number for the position being held by the employee.

**Position:** Description of position being held by the employee. This field is not updateable through the Custom Time Entry Page.

**Rate of Pay:** For hourly employees…the amount that the employee makes per hour; Contract & Salaried employees…the amount that the employee makes biweekly.
REGULAR/OVERTIME
HOURS TAB:

Regular Hours: For salaried and contract employees (SAL and CNT Pay Groups), this field is a display field (not updateable) based on the employee’s standard work hours. However, if payment is to reflect anything other than the hours already displayed (i.e. unpaid leave or additional pay), then the adjustment or exception would be reflected in the applicable columns following the Regular Hours field.

For hourly employees (HRL Pay Group), enter the total number of hours worked for the pay period. An hourly employee’s pay is based on the number of hours entered in this field in conjunction with any paid leave usage. See the screenshot below for the HRL page:

![HRL page screenshot]

Overtime Hours: Enter the number of overtime hours worked by the employee for the pay period. Hours entered in this field will reflect Overtime Hours worked. Only enter the "straight" hours—PeopleSoft will calculate the time at time and a half.
**HOLIDAY/PERSONAL/ VACATION/SICK/ COMP TAB:**

- **Holiday Hours**: Holiday hours are automatically populated based on the employee’s standard hours/FTE and eligibility.
- **Personal Hours**: Enter the number of personal leave hours used by the employee for the pay period.
- **Vacation Hours**: Enter the number of vacation (annual) leave hours used by the employee for the pay period.
- **Sick Hours**: Enter the number of sick leave hours used by the employee for the pay period.
- **Comp Time Earned**: Enter the number of compensatory hours EARNED by the employee for the pay period. Only enter the “straight” hours—the leave program will calculate it at time and a half.

**NOTE**: Fields will be ‘opened’ for input only if the employee is eligible for that specific plan type. For example: Exempt staff and Faculty are not eligible to earn Comp Time; therefore, the Comp Time Earned field for each of those employees is not updateable.
NOTE: HOURLY EMPLOYEES ARE NOT ELIGIBLE FOR LEAVE BENEFITS; THEREFORE, THIS TAB IS NOT UPDATEABLE FOR THE HOURLY PAY GROUP. HOURS CANNOT BE INSERTED FOR HOURLY EMPLOYEES FOR HOLIDAY, PERSONAL, VACATION, SICK NOR COMP.
Earnings Code: Earnings are payments made to employees, whether for regular salary or additional payments, such as sick pay, bonuses, and commissions. Earnings codes are identifiers for these payments and are the basis for the way the system calculates and taxes earnings.

Click on the magnifying glass to select an earnings code if different from the earnings code in the fields already displayed (such as regular, overtime, holiday, personal, sick, vacation), that applies to the employee for the pay period. Or the 3-character code (e.g. JDP = Jury Duty Paid; MLP = Military Leave-Paid; S01 = Subpoenaed Witness-Paid) can be keyed into the Earnings Code field.
The following is a list of the Earnings Codes listed in the prompt:

<table>
<thead>
<tr>
<th>Leave Codes</th>
<th>Leave Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADM</td>
<td>Administrative Leave-Paid</td>
</tr>
<tr>
<td>CSK</td>
<td>Collegially Supported Sick Leave</td>
</tr>
<tr>
<td>CMU</td>
<td>Compensatory Time Used</td>
</tr>
<tr>
<td>DiS</td>
<td>Disaster Leave-Paid</td>
</tr>
<tr>
<td>DSU</td>
<td>Disciplinary Suspension-Unpaid</td>
</tr>
<tr>
<td>FLU</td>
<td>Family Medical Leave-Unpaid FMLA</td>
</tr>
<tr>
<td>HOL</td>
<td>Holiday-Observed</td>
</tr>
<tr>
<td>JDP</td>
<td>Jury Duty-Paid</td>
</tr>
<tr>
<td>MLP</td>
<td>Military Leave-Paid</td>
</tr>
<tr>
<td>MLU</td>
<td>Military Leave-Unpaid</td>
</tr>
<tr>
<td>OIC</td>
<td>Officer In Charge</td>
</tr>
<tr>
<td>OCP</td>
<td>On Call-Weekday</td>
</tr>
<tr>
<td>OCW</td>
<td>On Call-Weekend/Holiday</td>
</tr>
<tr>
<td>RHF</td>
<td>Reduced Hours-FTE</td>
</tr>
<tr>
<td>RHT</td>
<td>Reduced Hours-Termination</td>
</tr>
<tr>
<td>SHO</td>
<td>Shift Weekday Officers (Officers Only)</td>
</tr>
<tr>
<td>SWO</td>
<td>Shift Weekend Officer (Officers Only)</td>
</tr>
<tr>
<td>SHF</td>
<td>Shift-Weekday (Excludes Officers)</td>
</tr>
<tr>
<td>SHW</td>
<td>Shift-Weekend (Excludes Officers)</td>
</tr>
<tr>
<td>SKA</td>
<td>Sick Leave Advanced-Paid</td>
</tr>
<tr>
<td>SKE</td>
<td>Sick Leave Extended-Paid</td>
</tr>
<tr>
<td>BRV</td>
<td>Sick Leave-Bereavement-Paid</td>
</tr>
<tr>
<td>SKF</td>
<td>Sick Leave-Immediate Family-Paid</td>
</tr>
<tr>
<td>SKD</td>
<td>Sick Leave-Leave Donation-Paid</td>
</tr>
<tr>
<td>SKR</td>
<td>Sick Leave-Leave Reserve Fund-Paid</td>
</tr>
<tr>
<td>S01</td>
<td>Subpoenaed Witness-Paid</td>
</tr>
<tr>
<td>S02</td>
<td>Subpoenaed Witness-Unpaid</td>
</tr>
<tr>
<td>SUP</td>
<td>Suspension Pending Charges-Paid</td>
</tr>
<tr>
<td>SUU</td>
<td>Suspension Pending Charges-Unpaid</td>
</tr>
<tr>
<td>UAU</td>
<td>Unauthorized Absence-Unpaid</td>
</tr>
<tr>
<td>UNL</td>
<td>Union Leave Paid</td>
</tr>
</tbody>
</table>

A maximum of 4 different earnings codes may be selected for an employee for a given pay period (one code for each Earnings Code column).

**NOTE:** Sabbatical Leave information is initiated via the Change PAR form resulting in the updating of the employee’s job record. A Change PAR is submitted to HR/Payroll to record the employee going on Sabbatical and another form is submitted to record the employee’s return from leave. Therefore, sabbatical information is not entered into the time entry module.
Other Hours/Days: To the right of the Earnings Code field, enter the number of hours for all of the Earnings Codes entered except Shift (SHF), Shift Weekend (SHW), Shift Weekend Officer (SWO), Shift Weekday Officer (SHO), On-Call Weekday (OCP), On-Call Weekend/Holiday (OCW), Office Clothing Allowance (OCA).

Shift and On Call: Enter the number of days (not hours) that the employee worked in each category.

When entering shift information, please use the correct shift codes. A maximum of 10 may be entered to account for 10 working days when using the shift weekday codes (SHO or SHF). A maximum of 4 may be entered to account for 2 weekends in a pay period when using the shift weekend codes (SHW or SWO).

Unpaid Leave: This field is used when the employee has used a form of unpaid leave other than those unpaid leave types specified in the “Other Earnings Code” listing. Enter the number of unpaid leave hours taken by the employee.

ADJUSTMENTS AND EMPLOYEE TOTALS TAB:

Earnings Code: Clicking on the magnifying glass in the Earnings Code field will display the Earnings Codes associated with adjustment transactions. Such codes are:

- Positive Adjustment (ADJ)
- Negative Adjustment (NAJ)
- Officer Clothing Allowance (OCA) (Officers Only)

Other Pay: Dollar amounts must be entered into the Other Pay field to associate the pay with the Earnings Code. There is no need to insert a minus (-) before the dollar amount to represent a deduction when entering a negative adjustment. The payroll calculation process acknowledges the NAJ code as a reduction in pay.
Employee Total Hours: An automatically-calculated field that totals the number of hours to be paid for each employee for the pay period. The formula for the calculation of this field is:

\[
\text{Employee Total Hours} = \text{Regular Hours} + \text{Overtime Hours Entered} + \text{Compensatory Time (Earned) Hours Entered} - \text{Any Unpaid Leave Hours Entered}
\]

Save: Once the Payroll Preparer completes the Custom Time Entry Page, the Preparer must click on SAVE.

NOTE: Once the Preparer saves the Time Entry data, he/she may proceed to run the Department Time Entry Report or he/she can wait until after the Approver approves the Time Entry to run the Department Time Entry Report (Refer to the "Reports" section for details in generating this report).

Department Manager Approval: The Departmental Payroll Approver will need to log into PeopleSoft under his/her PeopleSoft ID in order to obtain access to review and approve all data contained on the page. Through security setup associated with the Payroll Approver role, the “Departmental Manager Approval” checkbox is activated (not shaded as in the access for the Payroll Preparer) and ready for the approver to click the checkbox as approval authorization.

NOTE: Although the checkbox appears on each screen, the box should only be checked on once (on the first page). Thereafter, the box will appear as checked on the subsequent pages in each pay group.

Save: After the data has been reviewed and the checkbox has been activated to show a check, the Payroll Approver must click on “Save.” Saving the data allows HR to access the data and process it into payable time.
IMPORTANT NOTES

**Late Time sheets:** Although the pay period end date, shown on the time entry page, is reflective of the current cycle, it is known that time sheets are not always received in a timely manner. If a Preparer receives time sheets late, the current time sheet as well as the late time sheets may be entered onto the same time entry page.

**Example #1:** Time entry is due for pay period ending 11/27/2004 (11/13/2004 for hourly employees). However, a student has just submitted his time sheets for pay periods ending 11/13/2004, 10/30/2004 and 10/16/2004. The time sheets reflect the following:

Pay period ending 10/16/2004 – reflects 3:45 hours worked;
Pay period ending 10/30/2004 -- reflects 14 hours worked; and
Pay period ending 11/13/2004 – reflects 19 hours worked

On the current time entry page, the Preparer should record 36.75 in the “Regular Hours” field. As a result, payment for the time worked during those pay periods has been delayed. Thus, the student will receive payment for those pay periods on the paycheck issued on 12/3/2004.

**Example #2:** Time entry is due for pay period ending 11/27/2004 (11/13/2004 for hourly employees). However, a Nonexempt Regular (salaried) employee has just submitted her time sheets for pay periods ending 10/30/2004 and 10/16/2004. The time sheets reflect the following:

Pay period ending 10/30/2004 -- reflects 7:30 hours of annual (vacation) leave used, 8 hours of personal leave used; and
Pay period ending 10/16/2004 -- reflects 4 hours of sick leave used and 16 hours of personal leave used

On the current time entry page, the Preparer should record 7.50 in the “Vacation,” 4.00 in the “Sick,” and 24.00 in the “Personal” Hours fields. As a result, the employee still receives her paycheck on time for time worked (salary pay flows through PeopleSoft automatically), but the processing of leave is delayed a cycle.

**Format of Data:**

**IMPORTANT**

**TIME** entered onto the UMBC Time Entry page must be in hour and decimal format.

**Example:** If an employee’s time sheet indicates 4 hours and 40 minutes of annual leave used, then 4.67 would be entered into the hours field for vacation hours on the UMBC Time Entry page.

**To convert minutes into a decimal, divide the minutes by 60**

In the example mentioned above, 40 divided by 60 equals .666, which should be rounded to .67.

A Minute/Decimal Conversion Chart is provided on page 53.
PROCESSING SPECIAL EXCEPTIONS:

**Accident Leave**

Accident Leave is leave with 2/3’s of the employee’s regular pay that is exempted from Federal and State taxes. Accident Leave may fall within 2 categories: (1) equal to or less than 6 months and (2) greater than 6 months. Accident Leave greater than 6 months is exempted from Social Security taxes.

Although both categories of Accident Leave may be recorded on the timesheet by using the ACC and ACE codes, these leave exceptions are NOT entered into time entry for payroll processing. Use the following steps to process accident leave:

1. Deduct the employee’s bi-weekly amount in time entry by entering code NAJ and the amount to be deducted. If the employee was on accident leave for the entire pay period, then the employee’s entire bi-weekly rate would be deducted in time entry. If the employee was on accident leave for only a portion of the pay period, then the employee’s bi-weekly rate should be reduced accordingly in time entry.

2. The Payroll Preparer must complete the Payroll Adjustment Form, obtain the signature of authority and submit to the HR/Payroll Staff for processing. By completing this form, the employee’s pay will be adjusted accordingly based on the accident leave guidelines.

**Reduce Hours Due to FTE Change (RHF)**

On occasion, there may be a delay in processing an FTE change for an employee. As a result, the employee may still show in time entry with the ‘old’ bi-weekly rate, rather than the new rate based on the new FTE. In this situation, there is a need to reduce the employee’s hours so the system will reduce the calculated salary accordingly. Use the following steps to process such an occurrence:

1. On the “Unpaid Leave and Other Earnings” tab, select RHF as the earnings code;

2. Enter the total number of hours to be reduced based on the new FTE. Once the HR/Payroll staff initiates the payroll processes, the system will calculate the correct biweekly payment.

**Reduce Biweekly Due to Termination (RHT)**

For many reasons, an employee may either terminate employment with the University or terminate from one position as a result of the acceptance of another position (more in line with changing employment status—i.e. Regular to Contingent II; Regular to Temporary/Contingent I; etc.). From time to time, there may be a “valid” delay in terminating the job record or a need to keep the job active for an additional payroll cycle. This results in the employee showing in time entry with the same pay rate or biweekly salary. Use the following steps to reduce an employee’s biweekly due to termination:

1. On the “Unpaid Leave and Other Earnings” tab, select RHT as the earnings code;

2. Enter the total number of hours to be reduced based on the employee’s effective date of termination. Once the HR/Payroll staff initiates the payroll processes, the system will calculate the correct biweekly payment, if payment should occur. Otherwise, the system will calculate the data to produce a zero paycheck.
Advanced Sick Leave (SKA)

HR will retain ownership of the approval process for granting Advanced Sick Leave as well as entering the approved hours into the employee’s leave record. The Payroll Preparer will take ownership of recording the Advanced Sick Leave usage in Time Entry. Once an employee is on Advanced Sick Leave, the leave must be recorded on the paper timesheet as well as in Time Entry. Use the following steps to record Advanced Sick leave usage:

1. On the "Unpaid Leave and Other Earnings" tab, select SKA (Sick Leave-Advanced) as the leave code;

2. Enter the total number of Advanced Sick Leave hours used for the pay period. This will result in a deduction of leave from the “Available for Usage” balance for Advanced Sick Leave on the paper timesheet. Upon recognition of advanced leave usage in time entry, the leave accrual program will begin to automatically deduct ½ sick and annual leave accruals and apply deductions towards the advanced sick leave repayment. Therefore, no action is needed from the Preparer in processing repayments. The Detailed Leave Report will reflect all ‘transactions’ processed through the leave accrual system (leave exceptions entered into time entry, leave accruals earned, leave repayments, etc.). Refer to the “Reports” section for step-by-step instructions on generating this report.

Advanced Vacation Leave (VAD)

Adhering to the established policy and guidelines, Department Heads have the authority of granting advanced vacation leave, up to 5 days, to his/her employees. HR will retain ownership as the final point of review. HR will also enter the approved hours into the employee’s leave record. The Payroll Preparer will take ownership of recording the Advanced Vacation Leave usage in Time Entry. Once an employee is on Advanced Vacation Leave, the leave must be recorded on the paper timesheet as well as in Time Entry. Use the following steps to record Advanced Vacation Leave usage:

1. On the “Unpaid Leave and Other Earnings” tab, select VAD (Vacation Leave Advanced) as the leave code;

2. Enter the total number of Advanced Vacation Leave hours used for the pay period. This will result in a deduction of leave from the “Available for Usage” balance for Advanced Vacation Leave on the paper timesheet. Upon recognition of advanced vacation leave usage in time entry, the leave accrual program will begin to automatically deduct ½ annual leave accrual and apply the deduction towards leave repayment. Therefore, no action is needed from the Preparer in processing repayments. The Detailed Leave Report will reflect all ‘transactions’ processed through the leave accrual system (leave exceptions entered into time entry, leave accruals earned, leave repayments, etc.). Refer to the “Reports” section for step-by-step instructions on generating this report.

See the “Leave Types and Programs Available to Regular Staff” section for detailed guidelines and policy regarding Advanced Sick and Advanced Vacation Leave.
COMPLETION OF PAYROLL ADJUSTMENT FORM:

This form is to be used to submit payment adjustments for specific types of earnings that require authorization and/or verification by the HR Payroll Staff.

Employee Name: Enter employee first and last name as it appears in the PS System.

EMPID/Record: Provide the PS Employee Identification Number and Job Record for which the payroll adjustment will be made.

Department ID/Name: Enter 5-digit PS Department number and name.

Bi-Weekly Salary: Provide employee’s bi-weekly salary.

Pay Period: Enter pay period in which the payroll adjustment will occur (e.g., PR-10).

Service Dates: Enter date service(s) were rendered and payment/adjustment is owed.

Payroll Contact: Provide name of individual completing the form.

Contact Phone: Telephone number of contact person completing the form.

Tax Period: Number of pay periods for taxation (regular b/w salary + adjustment = total; divide total into b/w salary to obtain number of pay periods for tax segmentation). HR Payroll Office will verify number of pay periods for segmentation.

Update remaining check boxes, hours, amounts, etc. where appropriate. Explanations for each earnings code are provided. A sample of the Payroll Adjustment Form is provided on the following page.
This form should be used to submit payment adjustments for specific types of earnings that require authorization and/or verification by HR- Payroll.

### Payroll Adjustment Form
University of Maryland, Baltimore County

<table>
<thead>
<tr>
<th>Employee Name</th>
<th>Pay Period</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Empl ID/Record #</th>
<th>Service Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>/</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Position #</th>
<th>Payroll Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Bi-weekly Salary</th>
<th>Contact Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Tax Period</th>
<th>Segmentation</th>
<th>Department ID/Name</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### Adjustments to Pay

<table>
<thead>
<tr>
<th>Check</th>
<th>Type of Pay</th>
<th>Description</th>
<th>Earnings Code</th>
<th>Amount</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Regular Pay Adjustment</td>
<td>Regular Position adjustment (retro increase, new hire, contract payout for retirement eligible earnings)</td>
<td>RAJ</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Final Leave Payout</td>
<td>Employee is terminating or changing status</td>
<td>LV1</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Accident Pay</td>
<td>Employee on work related injury for less than 6 months</td>
<td>ACC</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Accident Pay</td>
<td>Employee on work related injury for greater than 6 months</td>
<td>ACE</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Additional Pay</td>
<td>Additional pay (Benefit eligible position) ex. Faculty Special Pay</td>
<td>ADL</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Check</th>
<th>Type of Pay</th>
<th>Description</th>
<th>Earnings Code</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Prior Pay Period Adjustments</td>
<td>New hire/Pay not entered in Time Entry (Hrly or contingent employee)</td>
<td>REG *</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Adjustment to Regular Pay</td>
<td>Positive Adjustment to Pay (non-benefit eligible position) ex. Summer, winter, flat pay</td>
<td>ADJ *</td>
<td></td>
</tr>
</tbody>
</table>

**Description:**

Preparer: ___________________________ ___________________________   ______

Print      Sign     Date

Approver: ___________________________ ___________________________   ______

Print      Sign     Date

**Payroll Use ONLY**

<table>
<thead>
<tr>
<th>000087</th>
<th>Advance Recovery</th>
<th>$ _________</th>
</tr>
</thead>
</table>

Payroll Authorization: ___________________________  Date

* These actions should be done in Time Entry unless Pay Segmentation is required. Refer to Pay Segmentation Practice for details.

Time Entry Correction Form
University of Maryland, Baltimore County
This form should be used to change, add or remove information that was done incorrectly in time entry. This form should be used ONLY after time entry has closed for the payroll cycle and the department preparer is not able to access the on-line time entry screens. This form should not be used for leave recording that does not impact pay (ex. Vacation).

<table>
<thead>
<tr>
<th>Employee Name</th>
<th>Pay Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>Empl ID/Rcd #</td>
<td>/ Service Dates</td>
</tr>
<tr>
<td>Department ID/Name</td>
<td>Payroll Contact</td>
</tr>
<tr>
<td>Bi-weekly Salary</td>
<td>Contact Ext.</td>
</tr>
</tbody>
</table>

**DATA KEYED INTO TIME ENTRY**

<table>
<thead>
<tr>
<th>#</th>
<th>Earnings Code</th>
<th>Earnings Code Description</th>
<th>Hours</th>
<th>Amount</th>
<th>Action To Be Taken</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Delete</td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Delete</td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Delete</td>
</tr>
</tbody>
</table>

**CORRECTED/REPLACEMENT DATA**

<table>
<thead>
<tr>
<th>#</th>
<th>Earnings Code</th>
<th>Earnings Code Description</th>
<th>Hours</th>
<th>Amount</th>
<th>Action To Be Taken</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Add</td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Add</td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Add</td>
</tr>
</tbody>
</table>

**REASON FOR CORRECTION:**

---

**Earnings Codes**

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Code</th>
<th>Description</th>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADJ</td>
<td>Adjustment</td>
<td>DSU</td>
<td>Disciplinary Suspension - Unpaid</td>
<td>OCP</td>
<td>On Call - Weekday</td>
</tr>
<tr>
<td>ADL</td>
<td>Additional Pay</td>
<td>LWP</td>
<td>Leave Without Pay</td>
<td>OCW</td>
<td>On Call – Weekend/Holiday</td>
</tr>
<tr>
<td>REG</td>
<td>Hourly Pay</td>
<td>MLU</td>
<td>Military Leave – Unpaid</td>
<td>OIC</td>
<td>Officer in Charge</td>
</tr>
<tr>
<td>NAJ</td>
<td>Negative Adjustment</td>
<td>S02</td>
<td>Subpoenaed Witness - Unpaid</td>
<td>SHF</td>
<td>Shift</td>
</tr>
<tr>
<td>RHT</td>
<td>Reduced Hours - Termination</td>
<td>SUU</td>
<td>Suspension Pending – Unpaid</td>
<td>SHW</td>
<td>Shift Weekend</td>
</tr>
<tr>
<td>RHF</td>
<td>Reduced Hours - FTE</td>
<td>UAU</td>
<td>Unauthorized Absence - Unpaid</td>
<td>OTP</td>
<td>Overtime Pay</td>
</tr>
</tbody>
</table>

Preparer: _______________________________ ___________________________   ________  
Approver: _______________________________ ___________________________   ________  
Payroll Use ONLY  
Payroll Authorization ___________________________  Date  

**You may attach the Department Time Entry Report as back-up documentation**
<table>
<thead>
<tr>
<th>Minutes</th>
<th>Decimal</th>
<th>Minutes</th>
<th>Decimal</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>.02</td>
<td>31</td>
<td>.52</td>
</tr>
<tr>
<td>02</td>
<td>.03</td>
<td>32</td>
<td>.53</td>
</tr>
<tr>
<td>03</td>
<td>.05</td>
<td>33</td>
<td>.55</td>
</tr>
<tr>
<td>04</td>
<td>.07</td>
<td>34</td>
<td>.57</td>
</tr>
<tr>
<td>05</td>
<td>.08</td>
<td>35</td>
<td>.58</td>
</tr>
<tr>
<td>06</td>
<td>.10</td>
<td>36</td>
<td>.60</td>
</tr>
<tr>
<td>07</td>
<td>.12</td>
<td>37</td>
<td>.62</td>
</tr>
<tr>
<td>08</td>
<td>.13</td>
<td>38</td>
<td>.63</td>
</tr>
<tr>
<td>09</td>
<td>.15</td>
<td>39</td>
<td>.65</td>
</tr>
<tr>
<td>10</td>
<td>.17</td>
<td>40</td>
<td>.67</td>
</tr>
<tr>
<td>11</td>
<td>.18</td>
<td>41</td>
<td>.68</td>
</tr>
<tr>
<td>12</td>
<td>.20</td>
<td>42</td>
<td>.70</td>
</tr>
<tr>
<td>13</td>
<td>.22</td>
<td>43</td>
<td>.72</td>
</tr>
<tr>
<td>14</td>
<td>.23</td>
<td>44</td>
<td>.73</td>
</tr>
<tr>
<td>15</td>
<td>.25</td>
<td>45</td>
<td>.75</td>
</tr>
<tr>
<td>16</td>
<td>.27</td>
<td>46</td>
<td>.77</td>
</tr>
<tr>
<td>17</td>
<td>.28</td>
<td>47</td>
<td>.78</td>
</tr>
<tr>
<td>18</td>
<td>.30</td>
<td>48</td>
<td>.80</td>
</tr>
<tr>
<td>19</td>
<td>.32</td>
<td>49</td>
<td>.82</td>
</tr>
<tr>
<td>20</td>
<td>.33</td>
<td>50</td>
<td>.83</td>
</tr>
<tr>
<td>21</td>
<td>.35</td>
<td>51</td>
<td>.85</td>
</tr>
<tr>
<td>22</td>
<td>.37</td>
<td>52</td>
<td>.87</td>
</tr>
<tr>
<td>23</td>
<td>.38</td>
<td>53</td>
<td>.88</td>
</tr>
<tr>
<td>24</td>
<td>.40</td>
<td>54</td>
<td>.90</td>
</tr>
<tr>
<td>25</td>
<td>.42</td>
<td>55</td>
<td>.92</td>
</tr>
<tr>
<td>26</td>
<td>.43</td>
<td>56</td>
<td>.93</td>
</tr>
<tr>
<td>27</td>
<td>.45</td>
<td>57</td>
<td>.95</td>
</tr>
<tr>
<td>28</td>
<td>.47</td>
<td>58</td>
<td>.97</td>
</tr>
<tr>
<td>29</td>
<td>.48</td>
<td>59</td>
<td>.98</td>
</tr>
<tr>
<td>30</td>
<td>.50</td>
<td>60</td>
<td>1.00</td>
</tr>
</tbody>
</table>
VIEWING EMPLOYEE LEAVE BALANCES:

Employee leave balances are updated once the leave accrual process has successfully run for the cycle. To view the results of leave accrual processing for an employee, use the Leave Accrual page.

Use the navigation: Benefits > Manage Leave Accruals > Review Accrual Balances

**Review Accrual Balances**

Enter any information you have and click Search. Leave fields blank for a list of all values.

---

**Find an Existing Value**

- **EmpID:**
- **Benefit Record Number:**
- **Name:**
- **Last Name:**
- **Business Unit:**
- **Department:**
- **Organizational Relationship:**
- **Alternate Character Name:**

- [ ] Case Sensitive

[Search] [Clear] [Basic Search] [Save Search Criteria]
Upon entering the employee’s EmplID or searching by name, the accrual page will appear:

**Plan Type:**

Description of the leave plan. To page through the leave plans, click on the arrow button next to the “Last” hyperlink in the blue header. You can also click on “View All” to get a continuous page listing of each accrual page.
<table>
<thead>
<tr>
<th>Term</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Accrual Date:</strong></td>
<td>The pay period end date that accruals were generated.</td>
</tr>
<tr>
<td><strong>Service Date:</strong></td>
<td>Date populated from the Adjusted Service Date field on the employee’s custom employment record. This date may or may not match the UMBC Hire Date. This date is used to base the employee's annual (vacation) leave accrual earnings.</td>
</tr>
<tr>
<td><strong>Service Hours:</strong></td>
<td>This field is not utilized.</td>
</tr>
<tr>
<td><strong>Unprocessed Data:</strong></td>
<td>Displays the hours that HR has not yet processed using the leave accrual process. The screen shot previously shown, indicates hours already processed via the leave accrual process; thus, no hours reflected in Unprocessed.</td>
</tr>
<tr>
<td><strong>Hours Taken:</strong></td>
<td>Leave usage based on hours entered during Time Entry.</td>
</tr>
<tr>
<td><strong>Hours Adjusted:</strong></td>
<td>Hours adjusted (+/-) to leave balance (only entered by HR).</td>
</tr>
<tr>
<td><strong>Hours Approved:</strong></td>
<td>Hours entered by HR which are granted to an employee through an approval process (ie. Advanced Sick Leave, Advanced Vacation, Extended Sick, etc.).</td>
</tr>
<tr>
<td><strong>Hours Repaid:</strong></td>
<td>This field reflects hours to be applied towards leave repayments for borrowed leave such as Advanced Sick and/or Advanced Vacation for the pay period.</td>
</tr>
<tr>
<td><strong>Carried Over From Previous Year:</strong></td>
<td>Carried over balances from the previous year. Updated only during the first run of the year.</td>
</tr>
<tr>
<td><strong>Payback Balance Carried Forward:</strong></td>
<td>This reflects the payback balance carried over from the previous year.</td>
</tr>
<tr>
<td><strong>Earned Year-to-Date:</strong></td>
<td>Maintains the accrued leave per pay period to date. Updated each time the Leave Accrual process is run and values are moved from the corresponding Unprocessed Data fields.</td>
</tr>
<tr>
<td><strong>Taken Year-to-Date:</strong></td>
<td>Maintains leave taken to date. Updated each time the Leave Accrual process is run and values are moved from the corresponding Unprocessed Data fields.</td>
</tr>
<tr>
<td><strong>Adjusted Year-to-Date:</strong></td>
<td>Maintains leave adjustments to date. Updated each time the Leave Accrual process is run and values are moved from the corresponding Unprocessed Data fields.</td>
</tr>
<tr>
<td><strong>Approved Year-to-Date:</strong></td>
<td>These are hours granted to an employee as a result of an approval process (ie. Advanced Sick Leave, Advanced Vacation, Extended Sick Leave, etc.). Updated each time the Leave Accrual process is run and values are moved from the corresponding Unprocessed Data fields.</td>
</tr>
<tr>
<td><strong>Repaid Year-to-Date:</strong></td>
<td>Number of hours an employee has repaid for advanced leave (ie advanced vacation and advanced sick) year-to-date.</td>
</tr>
<tr>
<td><strong>Remaining Payback Balance:</strong></td>
<td>Number of hours left to repay advanced/borrowed leave.</td>
</tr>
<tr>
<td><strong>Hours Balance:</strong></td>
<td>Employee's available leave balance.</td>
</tr>
<tr>
<td><strong>Hours Value:</strong></td>
<td>Current monetary value of the hours balance. The system calculates the hour value, or value of the unused hours, by multiplying the leave balance by the current hourly rate for hourly employees or the hourly equivalent for salaried employees.</td>
</tr>
</tbody>
</table>
TIPS FOR VIEWING EMPLOYEE LEAVE INFORMATION AND/OR BUSINESS PROCESS CHANGES

Business Process Changes:

- Leave entitlements are based on the employee status as of the end of the pay period being processed. Therefore, leave accruals are not longer pro-rated for any reason other than resulting from unpaid leave hours.

- A maximum of 80 unpaid hours may be entered into Time Entry. The leave accrual program is not designed to calculate more than 1 cycle’s accruals at a time. Therefore, if more than 80 unpaid hours is entered into time entry, the leave accrual program will only deduct 1 pay period’s accrual earnings.

Changes in leave accrual earnings may be a result of the following:

- Repayment of advanced leave such as Advanced Sick and Advanced Vacation…the minimum repayment for advanced leave is ½ the rate that the sick and/or vacation accruals are earned.

- Unpaid hours recorded in time entry…unpaid hours result in the reduction or pro-ration of leave accrual earnings for a pay period.

- Change in employee’s FTE…increase in FTE will increase leave accrual earnings while a decrease in FTE will decrease leave accrual earnings. For example: An employee who is 80% FTE earns less leave than an employee who is 100% FTE.

- Status of the employee as of the end of the pay period. The leave accrual program determines the accrual earnings based on the status as of the last day of the pay period. Thus, a business process decision had been made not to pro-rate leave accruals based on hire dates. For example: Although unlikely, an employee could go from a Nonexempt Regular at 50% FTE to Nonexempt Regular at 100% FTE during the 1st week of the pay period and then be reclassified from a Nonexempt Regular (100% FTE) to an Exempt Regular (100% FTE) employee during the second week.

- Manual adjustments entered by the HR Leave Administrator. Manual adjustments are made after the departmental Payroll Preparer has contacted the HR Leave Administrator providing the employee name, empl id, leave plan requiring adjustment and reason for adjustment. However, if the HR Leave Administrator finds a discrepancy in the reflection of the data, the Administrator will notify the departmental Payroll Preparer and resolve discrepancy accordingly.

Manual adjustments to leave may be required due to the following:

- Incorrect hours posted during Time Entry and after Accruals have processed for the cycle.

- Employee transfers from another State/University agency and balances must be updated to reflect transferred balances.

- Employee hire or job change occurs but documentation is not submitted to HR/Payroll in a timely manner for data entry (update of PS). For example: (1) Employee X began employment in the Provost Office on March 17, 2005 (pay period 2005-19…3/6/05 – 3/19/05). However, the Provost Office did not submit the newhire paperwork to HR/Payroll until April 1, 2005 (submission deadline was March 4, 2005). Due to the late submission, Employee X’s personnel record was not established in a timely manner for leave and payroll processing. (2) Employee X has been reclassified from a full-time nonexempt regular position to a full-time exempt regular position effective March 17, 2005 but the paperwork was not submitted to HR/Payroll until April 1. As a result, Employee X continued to earn leave at the nonexempt level until his information was entered into the system.
Leave eligibility changes from one job to another and balances must be transferred. For example: A full-time Exempt Regular employee is hired into a full-time Faculty Non Tenured On Track position; thus, employee is no longer entitled to staff leave benefits but those of faculty leave benefits.

Employee terminates and balances must be zeroed out. Vacation, Holiday and Compensatory time is paid out while Personal leave is forfeited. Sick leave is forfeited after the 2-year reinstatement period.

Leave eligibility has changed from one empl record to another. For example: Employee X’s record 0 is a part-time Contingent II (contractual) at 50% FTE but Employee X has just been hired as a part-time nonexempt regular position (50% FTE). All leave benefits are now ‘tied’ to empl record 1.

Employee has been approved for a leave program such as Advanced Sick, Advanced Vacation, Extended Sick, Leave Donation, or Leave Reserve Fund. As a result, the HR Leave Administrator must insert the approved hours into the appropriate plan type balance.
**Department Time Entry Report**

The Department Time Entry report is a detailed report of what a Preparer has entered into Time Entry for each employee. This report can be run after saving time entry data or after the Approver has approved the data entered.

Use the navigation: **UMBC Time and Leave Processing > UMBC Department Time Entry Report**

Enter a Run Control ID and click on search or press ENTER.

Enter the department ID or use the magnifying glass to select the dept ID from the available selection. Dept ID selection is based on the setup of one’s row-level security.

Click on Save. Then click on Run.
Thereafter, the Process Scheduler Request screen will appear:

User ID: Based on your login into PeopleSoft, your login ID will appear for the User ID.

Run Control ID: The control ID that was entered previously to begin the process will appear.

Server Name: The server name will default to its proper setting.

Recurrence and Time Zone: Leave blank.

Run Date: This field defaults to the current date; however, a different date can be entered or selected (by clicking on the calendar icon) if a different run date is needed.

Run Time: Defaults to the current time.

Reset to Current Date/Time: If you a different date and/or time has been entered but you want to have the process run during the current date and time, click on this button to reset.

Type: Web

Format: PDF

Click on OK to run the report.
Next, the Control Page will re-appear but with a process instance number.

Run Control ID: TIMESHEETS

Report Manager Process Monitor Run

Process Instance: 35742

Department: 10023

At this point, click on the Process Monitor hyperlink. This will forward you to a Process List page (see next page) that will indicate the status of the report request.
The run status will go through a Processing, Posted, and Success status. Clicking on the Refresh button multiple times will update the run status as the process goes through each mode. The run status must ultimately indicate “success.” Within this page, you can review the details of the process by clicking on the details hyperlink.

When the Details hyperlink is clicked, a Process Detail page will appear.

By clicking on the View Log/Trace hyperlink, PeopleSoft will forward you to the Report Log/View screen. The Report/Log Viewer screen will have all of the applicable information regarding the report (ie. report name, status, server name, etc.).
The PDF file is the report file of all data entered for each employee within the department selected. Click on the PDF link and an Adobe Acrobat screen will bring up the time entry detail.

The report is now ready for printing and/or comparison for accuracy.
Gross Pay Report:

Payroll/OIT has received several tickets regarding the functionality of the Gross Pay Report. Both areas have been working together to resolve these issues and make the report a better tool for the end users. The most important change to the report is that the preliminary gross pay is calculating correctly when a holiday (HOL) is observed. The previous report was inflating the gross pay in the preliminary run.

Some other modifications have been made to the report as well. They are as follows:

- There is only one report on the menu. The report will automatically run in preliminary or final mode depending on the status of the pay period chosen.
- The pay run ID lookup contains more useful information
  - Displays pay run ID sorted in descending order
  - Displays all pay periods in which a preliminary calc has been run
  - Displays pay check issue date
  - Displays pay confirm flag (this determines preliminary or final calc version of the report)
- The report displays a break down by Regular/OT earnings and other types of earnings (sick, vacation, holiday, etc.) The result is the sum of these earnings in the gross pay calculated column.
- If there appears to be a discrepancy in the calculate amounts (Gross Pay Calculated for preliminary and Actual Gross Pay for Final), the number will appear in bold to highlight that there may be a problem.

The navigation for the report is:

**Payroll for North America > Payroll Processing USA > Pay Period Reports > UMBC Gross Pay Report**

After entering a Run Control ID, the Process Request Parameters page will appear.

Enter the Pay Run ID which is equivalent to the pay period. For example, if extracting gross pay for pay period 2006-18, the Pay Run ID would be 2006018.

Click the checkbox for "List All Departments if you prefer to see the report for all departments that you currently have access to. If you want to view data for one department (ie. your primary department), ensure that the checkbox is NOT checked for “List All Departments” and enter the department id number for the department you wish to extract data for.
Click on Save and then Run. You will be forwarded to the Process Scheduler Request screen. Ensure that the following fields are set accordingly:

**Server Name:** The server name will default to its proper setting.

**Select Checkbox:** Checked

**Description:** Gross Pay Report

**Process Name:** UMPYR039

**Process Type:** SQR Report

**Type:** Web

**Format:** PDF

Click OK.

The Run Control screen will reappear but with a Process Instance number. Click on Process Monitor to view the status of the process.
Click on the Details hyperlink.

Click on the View Log Trace hyperlink.
Click on the PDF hyperlink.

The end result will be a PDF file that will give the Gross Pay data.

Due to confidentiality purposes, name, ssn, empl id and titles have been disfigured.
**UMB NR003 – Detailed Leave Report**

The Detailed Leave Report is designed to report leave information by employee and leave plan. It includes information such as service months, unpaid leave hours, beginning balance, leave usage, leave accrual, ending balance, etc. To obtain the latest accrual and leave balances, this report should be run after the leave accrual process has been run.

Use the navigation: **UMBC Time and Leave Processing > UMBC Detailed Leave Report**

**UMB NR003**
Enter any information you have and click Search. Leave fields blank for a list of all values.

- Find an Existing Value
- Add a New Value

**Search by:**
- Run Control ID begins with
- Case Sensitive

**Search**  
**Advanced Search**

**Run Control ID:** Enter a Run Control ID
Once the Run Control ID has been entered, the parameters screen will appear:

Pay Run ID: Enter the pay period in which you would like to see results for. Please remember that leave exceptions are processed one pay period behind. For example: Timesheets that reflect leave usage in pay period 2005019 were entered into time entry for pay period 2005020. If you want to see this information, you would enter the time entry period in which the data was entered. Therefore, in this scenario, you would enter 2005020 as the Run Control ID.

Include All Departments: Click this checkbox if you wish to see a Detailed Leave Report for all departments that you have access to.

Department: If you want to see the Detailed Leave Report for only one department, enter that department ID into this field.

Click on Save. Then click on Run to initiate the process.
Thereafter, a Process Scheduler Request screen will appear:

- **User ID**: Based on your login into PeopleSoft, your login ID will appear for the User ID.
- **Run Control ID**: The control ID that was entered previously will appear.
- **Run Date**: This field defaults to the current date; however, a different date can be entered or selected (by clicking on the calendar icon) if a different run date is needed.
- **Run Time**: Defaults to the current time.
- **Reset to Current Date/Time**: If a different date and/or time has been entered but you want to have the process run during the current date and time, click on this button to reset.
- **Server Name**: The server name will default to its proper setting.
- **Format**: PDF

Click on OK to run the report.
After clicking on OK to run the report, PeopleSoft will go back to the Run Control Leave Accrual ID page. At this point, click on the Process Monitor hyperlink.

**Process Monitor:** Click on the Process Monitor hyperlink to ensure that the process was successful. If you had previously run reports for the day, look for the report ID (UMBNR003) in the Process Name to ensure that you are looking at the correct report. The run status will go through a Queued, Processing, Posted, and Success status. Clicking on the Refresh button multiple times will update the run status as the process goes through each mode. The run status must ultimately indicate “success.” Within this page, you can review the details of the process by clicking on the details hyperlink.
When the Details hyperlink is clicked, a Process Detail page will appear:
By clicking on the View Log/Trace hyperlink, PeopleSoft will forward you to the Report Log/View screen.

<table>
<thead>
<tr>
<th>Process Detail</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Process</strong></td>
</tr>
<tr>
<td>Instance: 88591</td>
</tr>
<tr>
<td>Name: UMBRN003</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Run</th>
<th>Update Process</th>
</tr>
</thead>
<tbody>
<tr>
<td>Run Control ID: sharelli</td>
<td>Hold Request</td>
</tr>
<tr>
<td>Location: Server</td>
<td>Queue Request</td>
</tr>
<tr>
<td>Server: PSUNX</td>
<td>Cancel Request</td>
</tr>
<tr>
<td>Recurrence:</td>
<td>Delete Request</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date/Time</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Request Created On: 04/01/2005 8:54:42AM EST</td>
<td>Parameters, Transfer</td>
</tr>
<tr>
<td>Run Anytime After: 04/01/2005 8:51:32AM EST</td>
<td>Message Log</td>
</tr>
<tr>
<td>Began Process At: 04/01/2005 8:54:50AM EST</td>
<td>Batch Timings</td>
</tr>
<tr>
<td>Ended Process At: 04/01/2005 8:55:17AM EST</td>
<td>View Log/Trace</td>
</tr>
</tbody>
</table>

OK  Cancel
The Report/Log Viewer screen will have all of the applicable information regarding the report (ie. report name, status, server name, etc.)

The PDF file is the report file of all current time sheets for the department. Click on the PDF link and PeopleSoft will take to an Adobe
UMBC DETAILED LEAVE REPORT

Leave Exceptions Recorded in Time Entry for Period 2005016 (01/23/05 – 02/05/05)

Leave Accruals and Balances Posted As of the End of Period 2005015 (01/09/05 – 01/22/05)

<table>
<thead>
<tr>
<th>Employee Name</th>
<th>Empl ID</th>
<th>Service Date</th>
<th>Service Months (Yrs)</th>
<th>Unpaid Hours</th>
<th>FTE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Magoo, Hillard</td>
<td>1000000022</td>
<td>07/12/1996</td>
<td>120 (10)</td>
<td>0</td>
<td>1</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Plan Type</th>
<th>Beginning Balance</th>
<th>Accrual Rate</th>
<th>Accrued</th>
<th>Used</th>
<th>Adjusted (-/+</th>
<th>Ending Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vacation</td>
<td>494.10</td>
<td>6.77</td>
<td>6.77</td>
<td>16.00</td>
<td>0.00</td>
<td>484.87</td>
</tr>
<tr>
<td>Sick</td>
<td>223.44</td>
<td>4.62</td>
<td>4.62</td>
<td>80.00</td>
<td>0.00</td>
<td>148.06</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Plan Type</th>
<th>Beginning Balance</th>
<th>Approved</th>
<th>Used</th>
<th>Adjusted (-/+</th>
<th>Payback</th>
<th>Payback Bal</th>
<th>Ending Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advanced Sick Leave</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Advanced Vacation Leave</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Plan Type</th>
<th>Balance</th>
<th>Earned</th>
<th>Used</th>
<th>Adjusted (-/+</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personal</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Compensatory</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Holiday</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Plan Type</th>
<th>Balance</th>
<th>Approved</th>
<th>Used</th>
<th>Adjusted (-/+</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accident</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Collegial Sick</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Extended Sick Leave</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Family Medical Leave</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Military</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Sick Leave Donation</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Sick Leave Reserve Fund</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Disaster</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Union</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>

Department ID: 10345  Department: Human Resources
Explanation and Formulas for Leave Types on Report:

**Vacation & Sick:**

“Beginning Balance” is the balance as of the beginning of the pay period. This figure is derived from the formula:

\[
\text{Carryover} + \text{Hours Earned} - \text{Hours Taken} + \text{Hours Adjusted} = \text{Leave Balances}
\]

“Accrual Rate” is the employee’s regular accrual based on service years (hours_earned)

“Accrued” is the rate that the employee actually accrued for the pay period (um_adj_hrs_accr)

“Used” is the accumulative total hours taken for the pay period (hrs_taken_unproc)

“Adjusted” is the accumulative total hours added or deducted to/from the balance…this entry is only made by HR (hrs_adjust_unproc)

“Ending Balance” is the balance as of the end of the pay period after all unprocessed hours and accruals have been calculated and processed. Formula is the same as formula used to derive beginning balance.

**Advanced Vacation & Advanced Sick:**

“Beginning Balance” is the balance as of the beginning of the pay period. This figure is derived from the formula:

\[
\text{Carryover} + \text{Hours Earned} + \text{Hours Bought} - \text{Hours Taken} + \text{Hours Adjusted} = \text{Leave Balances}
\]

“Beginning Payback Balance” is the remaining balance as of the beginning of the pay period to fulfill repayment of advanced leave. Formula: \(\text{Service Hrs} + \text{YTD Taken} - \text{YTD Sold}\)

“Approved” are the hours granted, for the pay period, through the appropriate business approval process. For auditing and control purposes, these hours are entered only by the HR Staff. (hrs_bought_unproc)

“Used” is the accumulative total hours taken for the pay period (hrs_taken_unproc)

“Adjusted (-/+)” is the accumulative total hours added or deducted to/from the balance…this entry is only made by HR (hrs_adjust_unproc)

“Payback” is the hours programmatically deducted for the pay period for repayment of advanced leave. Minimum payback hours each cycle is one-half the annual and sick leave accruals earned for the pay period until paid in full. (hrs_sold_unproc)

“Ending Payback Balance” is the accumulative hours left, as of the end of the pay period, to complete repayment of borrowed leave. Formula: \(\text{ Beginning Payback Balance} + \text{Unprocessed Taken} - \text{Unprocessed Sold} = \text{Ending Payback Balance}\)

“Ending Balance” is the balance as of the end of the pay period after all unprocessed hours and accruals have been calculated and processed. Formula is the same as formula used to derive beginning balance.
**Personal, Compensatory & Holiday:**

“**Beginning Balance**” is the balance as of the beginning of the pay period. This figure is derived from the formula:

\[
\text{Carryover} + \text{Hours Earned} - \text{Hours Taken} + \text{Hours Adjusted} = \text{Leave Balances}
\]

“**Earned**” are the hours granted (not accrued nor issued through an approval process) for the pay period. For example: Personal Leave is granted on January 1 of each calendar year. Compensatory time is earned at time and a half based on hours keyed into the Comp Time Earned field in time entry. Holiday that are observed on the occurrence dates are earned and used simultaneously while banked holidays are hours where the holiday occurs on one day but is observed on another. (um_hrs_earned)

“**Used**” is the accumulative total hours taken for the pay period (hrs_taken_unproc)

“**Adjusted (-/+)**” is the accumulative total hours added or deducted to/from the balance…this entry is only made by HR (hrs_adjust_unproc)

“**Ending Balance**” is the balance as of the end of the pay period after all unprocessed hours and accruals have been calculated and processed. Formula is the same as formula used to derive beginning balance.

**Accident, Collegial Sick, Extended Sick, Family Medical Leave, Military, Sick Leave Donation, & Sick Leave Reserve:**

“**Beginning Balance**” is the balance as of the beginning of the pay period. This figure is derived from the formula:

\[
\text{Carryover} + \text{Hours Bought} - \text{Hours Taken} + \text{Hours Adjusted} = \text{Leave Balances}
\]

“**Approved**” are the hours granted, for the pay period, through the appropriate business approval process (ie. Sick leave programs such as Extended Sick Leave, Family Medical Leave, etc.). For auditing and control purposes, these hours are entered only by the HR Staff. (hrs_bought_unproc)

“**Used**” is the accumulative total hours taken for the pay period (hrs_taken_unproc)

“**Adjusted (-/+)**” is the accumulative total hours added or deducted to/from the balance…this entry is only made by HR (hrs_adjust_unproc)

“**Ending Balance**” is the balance, as of the end of the pay period, after all unprocessed hours and accruals have been calculated and processed. Formula is the same as formula used to derive beginning balance.
AUDIT REQUIREMENTS FOR TIME SHEET RETENTION

- **Active Employees (State Funded):** Time sheets should be retained for three (3) years or until last audited.

- **Active Employees (Grant Funded):** The individual grant documents must be consulted. Grants may have their own record retention requirements. If nothing is stated, then at least three (3) years should be maintained. However, it is strongly recommended to maintain records longer (e.g., length of the grant, 7-10 years).

- **Federal Work Study Students:** Time sheets must be retained for seven (7) years (Federal requirement).

- **Inactive Employees:** Retain final leave balances for three (3) years after termination of employment.
ANNUAL LEAVE ADVANCEMENT (UMBC PRACTICE)

With the approval of the Department Head, an employee may be advanced 5 days of annual leave provided that no other leave, including personal, compensatory, or sick is available to the employee and is appropriate to the purpose of the leave. Leave may be advanced based on the demonstration that such advance would not impair the work of the unit and that the employee has demonstrated a substantial need for such leave.

The Department Head and employee must complete and sign the UMBC Annual Leave Advancement form (form may be obtained through the Human Resources Department as well as the Human Resources' website—www.umbc.edu/hr). A copy of the form must be submitted to the Human Resources Director for review and signature.

Advanced annual leave is a debt that must be paid back to the State upon the employee’s return to work or upon the employee’s separation from employment, whichever occurs first. Upon returning to work, the minimum rate of repayment is one-half of the rates at which annual leave is earned by the employee. The employee may also choose to repay the State by applying any earned leave to the debt or by reimbursing the State with cash.

The chart below indicates the amount of ½ repayment (in decimal format), upon the employee’s return to work, for each accrual rate earned:

<table>
<thead>
<tr>
<th>Regular Accrual Rate</th>
<th>Advanced Annual Leave Repayment at ½ Rate</th>
<th>Remaining Accrual Available to Employee for Usage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual: 3.08</td>
<td>1.54</td>
<td>1.54</td>
</tr>
<tr>
<td>Annual: 4.62</td>
<td>2.31</td>
<td>2.31</td>
</tr>
<tr>
<td>Annual: 6.15</td>
<td>3.08</td>
<td>3.07</td>
</tr>
<tr>
<td>Annual: 6.77</td>
<td>3.39</td>
<td>3.38</td>
</tr>
<tr>
<td>Annual: 7.69</td>
<td>3.85</td>
<td>3.84</td>
</tr>
</tbody>
</table>
SICK LEAVE

Earned sick leave must be granted if an employee is absent for any of the following reasons:

1. Illness, injury, or disability of the employee.

   An emergency medical appointment or a scheduled and approved medical appointment with a practitioner or provider such as:
   
   Physician
   Physical Therapist
   Clinical Psychologist
   Dentist
   Oral Surgeon
   Chiropractor
   Podiatrist
   Certified Nurse Practitioner
   Certified Nurse-Midwife
   Licensed Certified Social Worker-Clinical
   Optometrist

2. Illness or injury of or medical appointment for members of the employee’s immediate family with a practitioner or provider listed above.

   a. Immediate family, as used in this section, includes the following: employee’s spouse, child, step-child, grandchild, mother, father, mother-in-law, father-in-law, brother, sister, grandparent, brother-in-law, sister-in-law, other relative who is a permanent resident of the employee’s household, or legal dependent regardless of residence.

   b. A maximum of 15 days of the employee’s earned sick leave may be used within a 12-month period for medical care of an immediate family member.

3. Death of a member of the employee’s immediate family.

   a. A maximum of 3 days may be charged to earned sick leave in the event of the death of any of the following family members: spouse, children, step-children, parents of employee or spouse or others who took the place of parents, brothers and sisters of the employee or spouse, grandparents of the employee or spouse, grandchildren of the employee or spouse, son-in-law, daughter-in-law, or other relative who was a permanent resident of the employee’s household. If traveling requiring the employee to stay away from home overnight is involved, the employee’s supervisor will grant a maximum of 5 days of earned sick leave upon request of the employee.

   b. A maximum of 1 day may be charged to earned sick leave in the even of the death of any of the following family members: aunts and uncles of the employee or spouse, nephews and nieces of the employee or spouse, or brother-in-law and sisters-in-law of the employee or spouse.
   a. Upon written request, a female employee may use earned sick leave for any period of time related to temporary disability during pregnancy or related to childbirth and her immediate physical recovery after the birth.
   b. The employee must keep her supervisor informed of any changes to her condition which affect the length of time she will need to be absent from work by submitting written documentation personally signed by the appropriate practitioner or provider listed in Section A of “Sick Leave” in this manual.

5. Care of a child immediately after birth or placement of a child with the employee for adoption.
   a. A maximum of 30 days of earned sick leave may be used by a male employee to care for his child immediately following the birth of the child if he is the primary caregiver of the child.
   b. A maximum of 30 days of earned sick leave may be used to care for the employee’s child immediately following the placement of the child with the employee for adoption.
   c. Only the person who has primary responsibility for the care and nurture of the child is eligible to use sick leave for this purpose.
   d. If both parents are USM employees, sick leave is available to only one parent for this purpose.
   e. The employee must provide to the supervisor satisfactory documentation of the birth of the child or an agreement of placement for adoption.
**ADVANCED SICK LEAVE**

(SEE BOR 226.0 VII-7.45, Section VI FOR FULL POLICY)

This policy governs the use of advanced sick leave and applies to all regular exempt and non-exempt employees.

- An exempt or non-exempt employee who sustains a temporary, recoverable illness, injury or serious disability may request advance use of sick leave subject to the following conditions:

  The employee must:

  a. have completed six months of continuous USM service;
  b. have completed an original probation period, of applicable;
  c. have exhausted all other types of accrued leave; and
  d. have a satisfactory record of sick leave usage and work performance.

- Advanced sick leave is **not** an entitlement. The granting of requests for advanced sick leave shall be at the discretion of the Department of Human Resources.

- Advanced sick leave shall not be granted in instances where the illness or injury or disability occurred on the job, and the employee has been granted accident leave or temporary total disability benefits by the Workers’ Compensation Commission.

- Written requests for advanced sick leave shall be submitted to the Department of Human Resources and shall be supported by written verification by an accredited, licensed, or certified medical provider as outlined in VII-7.45, Sections IV.B and IV.C of the Board of Regents Policy.

- Sick leave may be advanced at the rate of fifteen (15) working days in any one calendar year.

- The use of advanced sick leave constitutes a debt for which payment shall be enforceable. Upon initial use of advanced sick leave, the minimum rate of payback for advanced sick leave shall be one-half the rate that sick leave and annual leave is earned. An employee may elect to pay back advanced sick leave by applying any earned leave or by reimbursing the USM with cash. The chart below indicates the amount of one-half rate repayment:

<table>
<thead>
<tr>
<th>Full Accrual Rate</th>
<th>Advanced Sick Leave Repayment at ½ Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual: 3.08</td>
<td>1.54</td>
</tr>
<tr>
<td>Annual: 4.62</td>
<td>2.31</td>
</tr>
<tr>
<td>Annual: 6.15</td>
<td>3.08</td>
</tr>
<tr>
<td>Annual: 6.77</td>
<td>3.39</td>
</tr>
<tr>
<td>Annual: 7.69</td>
<td>3.85</td>
</tr>
<tr>
<td>Sick: 4.62</td>
<td>2.31</td>
</tr>
</tbody>
</table>

- Annual, sick and holiday leave earned, and personal leave credited while on advanced sick leave shall be applied as earned/credited.

- Additional requests for advanced sick leave will not be granted until all previously granted advanced sick leave has been repaid. The only exception to this provision is in cases where the maximum amount of advanced sick leave had not been requested originally and additional advanced sick leave, consecutive to that already granted, is needed to cover the employee’s continued absence arising from the original illness, injury or disability.

- Eligible employees seeking leave must **first** apply for advanced sick leave.
EXTENDED SICK LEAVE

(SEE BOR 226.0 VII-7.45, Section V FOR FULL POLICY)

This policy governs the use of extended sick leave and applies to all regular exempt and non-exempt employees.

- An employee who sustains a temporary, recoverable illness, injury or serious disability may request use of extended sick leave that shall be subjected to the following conditions:

  The employee must:
  1. have been in USM and/or State service for at least five (5) years;
  2. have exhausted all types of accrued/earned leave (annual, sick, personal and compensatory);
  3. have requested and exhausted advanced sick leave; and
  4. have a satisfactory record of sick leave usage and work performance.

- Extended sick leave is not an entitlement. The granting of requests for extended sick leave shall be at the discretion of the Department of Human Resources.

- The maximum cumulative total of extended sick leave available to an employee while in USM or State service is 12 work months (52 work weeks).

- Annual, sick and holiday leave earned, and personal leave credited while on extended sick leave shall be applied as earned/credited.

- Written requests for extended leave shall be submitted to the Department of Human Resources and shall be supported by written verification by an accredited, licensed or certified medical provider as outlined in VII-7.45, Sections IV.B and IV.C of the Board of Regents Policy.

- The Department of Human Resources may refer an employee who is on extended sick leave as follows:

  1. The employee may be referred to an institution-named physician for periodic examinations to determine the nature and extent of the illness, the employee’s progress toward recovery, the length of time necessary for recovery, and an estimated date of return to work.

  2. If there is a conflict between the employee’s physician and the institution-named physician, the provisions of VII-7.45, Section III.B.3 of the Board of Regents Policy shall apply.
LEAVE RESERVE FUND

(SEE BOR VII-7.11 FOR FULL POLICY)

- The USM has a Leave Reserve Fund, which is composed of personal leave that employees have not used by the end of each calendar year. This unused personal leave becomes part of the USM Sick Leave Bank. After an employee has exhausted all available sick leave, advanced sick leave, extended sick leave, annual leave, personal leave, and compensatory leave, the employee may be eligible to receive leave from the Leave Reserve Fund. The maximum number of days which will be granted is 1 day for each month of creditable State service. The employee is not required to reimburse the Leave Reserve Fund for any leave which has been granted and used. Any leave granted by the Leave Reserve Fund and not used will revert to the Leave Reserve Fund.

- Once a request for Leave Reserve Fund has been approved by the Director of Human Resources and University System of Maryland Office, the granted leave is added to the employee’s sick leave to create an increase of available sick leave.

EMPLOYEE LEAVE DONATION

This policy governs the endowment and use of UMBC’s employee leave donation program.

- Employees with a serious and prolonged medical condition may receive donated leave from UMBC’s Employee Leave Donation Program. For the purpose of these guidelines, "serious and prolonged medical condition" means a health condition that requires continuing treatment by (or under the supervision of) a licensed health care provider for a chronic or long-term health condition.

Employees requesting leave donation must meet the following criteria:

The employee must:

1. be a regular exempt or non-exempt employee, excluded from the Collective Bargaining Unit;
2. have completed six months of continuous USM service;
3. have completed an original probation period, of applicable;
4. have exhausted all other types of accrued/earned leave (sick, annual, personal and compensatory);
5. have requested and exhausted Advanced Sick Leave; and
6. have a satisfactory record of sick leave usage and work performance.

- Leave donation is not an entitlement. The granting of requests for leave donation shall be at the discretion of the Department of Human Resources.
Types of Leave That May be Donated

- An eligible employee may donate unused annual, personal and sick leave to another employee. However, sick leave may be donated to another employee only if the donating employee has a sick leave balance of at least 240 hours after the donation has been made.

- Donated leave may not be applied to pay off the balance of any advanced leave previously used by an employee who receives donated leave.

Donating Leave to Another Employee

- A form provided by the Department of Human Resources shall be used by employees participating in the program. Upon completion of the specified form by the donating employee and the receiving employee, the form should be submitted to Department of Human Resources.

- The Department of Human Resources shall determine:

  1. whether the donating employee has the amount of annual or personal leave the employee wishes to donate;
  2. whether the donating employee will have a sick leave balance of at least 240 hours of sick leave after donation;
  3. whether the receiving employee has exhausted all available annual, personal, sick, and compensatory leave;
  4. whether the receiving employee has requested and exhausted advanced sick leave;
  5. whether the donated leave will be used for an illness or disability of the receiving employee which is the result of a serious and prolonged medical condition that existed at the time the leave was donated;
  6. whether there is sufficient medical documentation to establish that the receiving employee has a serious and prolonged medical condition;
  7. whether the amount of leave being donated, when combined with all other forms of paid leave, will not be used for a continuous period that exceeds 16 months; and
  8. whether the receiving employee has not, through intimidation, threat, or coercion, interfered with or attempted to interfere with the right of another employee to contribute or not contribute, receive or use donated leave, promised to confer or conferred an appointment, promotion, compensation, or other benefit, or effected or threatened to effect a reprisal, including the deprivation of an appointment, promotion, compensation, or other benefit in connection with the rights of another employee to contribute, receive, use or donate leave.

- If these conditions are satisfied, the Department of Human Resources will arrange for the appropriate adjustments to be made to the donating and receiving employee's leave balances and notify each employee. If the Department of Human Resources finds that these conditions have not been satisfied, the employee shall be denied the use of the donated leave.
Policy Statement on Intimidation, Threats and Coercion

- An employee may not request a leave donation from another employee when the person making the request, or on whose behalf the request is made, works in a supervisory capacity over the employee from whom the leave is being requested or is in a position to cause or directly influence the imposition of disciplinary action or some other form of reprisal to be taken against that employee. In such situations, the ability of one employee to exact punishment or a reprisal against the other employee makes the request inherently coercive, threatening or intimidating and any donation inherently suspect as involuntary.

- An employee may not request a leave donation from another employee when the person making the request, or on whose behalf the request is made, has the authority to give, or directly exert influence over the giving of a promotion, appointment, or any other benefit to the employee from whom the leave is being requested.

The Department of Human Resources may post notices when USM employees would like to receive leave donations from fellow employees, as long as all eligible employees are given the opportunity to receive donated leave.

Should you have any questions concerning these guidelines, contact the Department of Human Resources at extension 5-2337.
FAMILY AND MEDICAL LEAVE

(SEE BOR 227.0 VII-7.50 FOR FULL POLICY)

- The purpose of this policy is to implement the Family and Medical Leave Act of 1993 (FMLA), P.L. 103-3 ("...allows employees to balance their work and family life by taking reasonable unpaid leave for certain family and medical reasons"). This policy applies to all non-faculty employees of the University of Maryland System (UMS). Under certain circumstances it is the policy of the UMS to provide eligible employees up to a maximum of twelve (12) weeks of unpaid leave during a twelve (12) month period for certain family and certain serious health condition reasons.

The following terms and definitions shall apply for purposes of this policy:

1. Accrued Leave: Earned and unused annual leave, holiday leave, sick leave, compensatory leave, and unused personal leave.

2. Alternative Position: A position to which an eligible employee may be temporarily reassigned during a period of intermittent F&M leave and/or reduced schedule. The alternative position shall have the same benefits and pay as the position from which the eligible employee was reassigned.

3. Care: "to take care of" or "to care for". The term care is intended to be read broadly to include both physical and psychological care. The language applies to the period of inpatient care and home care as well.

4. Child: A person who is the son or daughter of an eligible employee and who is under eighteen (18) years of age; or, eighteen (18) years of age or older and incapable of self-care because of a mental or physical disability during the period of the serious illness. The son(s) and/or daughter(s) may be the biological, adopted, step or foster child(ren) of the eligible employee. A child is also someone who is the legal ward of the eligible employee or someone for whom the eligible employee has provided sufficient, notarized affidavit(s) and proof of financial dependence that he/she is standing in loco parentis.

5. Eligible Employee: An employee who has been employed for a total of at least twelve (12) months as a UMS or a State of Maryland employee; and who has worked for at least one thousand and forty (1,040) hours during the twelve (12) month period immediately prior to the beginning date of the leave as a UMS or State of Maryland employee. For convenience, within the text of this policy the term "employee" instead of "eligible employee" shall be used.

6. Equivalent Position: A position at the institution to which an eligible employee shall be restored upon the completion of the F&M leave. The equivalent position shall have the same benefits, pay, and other terms and conditions of employment as the position from which the eligible employee took leave.

7. Health Care Providers: Are Doctors of Medicine or Osteopathy, Podiatrists, Dentists, Clinical Psychologists, Optometrists, Chiropractors (limited to treatment consisting of manual manipulation of the spine to correct a subluxation as demonstrated by x-ray to exist), nurse practitioners and nurse midwives, as authorized to practice by the State of Maryland; and Christian Science Practitioners listed with the First Church of Christ Scientist in Boston.
8. Immediate Family Member: is the eligible employee's parent(s), spouse, or child(ren), or legal dependent(s).

9. In Loco Parentis: "In the place of a parent; instead of a parent; charged, factitiously, with a parent's rights, duties and responsibilities." Any eligible employee claiming an in loco parentis relationship with a child, or any eligible employee claiming to be the child of an in loco parentis relationship may be requested to provide documentation of such relationship.

10. Institution: is the employing UMS institution -- the UMS institution from which the eligible employee is taking leave.

11. Key Employee: A salaried F&M eligible employee who is among the highest paid ten (10) percent of all the employees employed by the institution within 75 miles of the eligible employee's workplace.

12. Parent: is the eligible employee's biological, adoptive, or foster mother or father, or someone who stood in loco parentis to the eligible employee when the eligible employee was a child.

13. Restoration: as used within the FMLA and used within this policy, restoration is an institutional guarantee that at the conclusion of the F&M leave the eligible employee will be returned either to the same position from which he/she took leave, or to an equivalent position within the same job classification.

14. Serious Health Condition: is an illness, injury, impairment, or physical or mental condition that involves inpatient care in a hospital, hospice, or residential medical care facility, or home care, or continuing treatment by a health care provider. A serious health condition is also intended to cover conditions or illnesses that affect the eligible employee's health or the health of the eligible employee's immediate family to the extent that the family member is in the hospital or other health care facility or at home and unable to care for his/her own basic hygienic or nutritional needs or safety such that the eligible employee must be absent from work on a regular and recurring basis for more than a few days for treatment or recovery. F&M leave is not intended to cover minor illnesses that last only a few days and short term medical and/or surgical procedures that typically do not involve hospitalization and require only a brief recovery period such as those that are normally handled through sick leave. With respect to the eligible employee, a serious health condition means that the employee must be incapacitated from performing the essential functions of his/her position.

Examples of serious health conditions applicable to the employee or the employee's immediate family member include, but are not limited to: heart conditions requiring heart bypass or valve operations; most types of cancer; back conditions requiring extensive therapy or surgical procedures; severe respiratory conditions; appendicitis; emphysema; spinal injuries; pneumonia; severe arthritis; severe nervous disorders; injuries caused by serious accidents; ongoing pregnancy, miscarriages, complications or illnesses related to pregnancy, such as severe morning sickness, the need for prenatal care, childbirth, and recovery from childbirth. Additional examples are an employee or immediate family member whose daily living activities are impaired by such conditions as Alzheimer's disease, stroke, or clinical depression, who is recovering from major surgery, or who is in the final stages of a terminal illness.

Spouse: The person to whom the eligible employee is legally married -- a husband or a wife.
Reasons for Leave:

- Employees are entitled to take F&M leave for the following reasons:
  1. the birth of the employee's child,
  2. the placement of a child with the employee for adoption or foster care,
  3. the need to take care of the employee's child within a twelve (12) month period from birth or placement,
  4. the need to take care of the employee's immediate family member who has a serious health condition, and the serious health condition of the employee.

- Additionally, requests for leave to take care of the employee's school-age child under the age of fourteen (14) during school vacations may be granted to the extent that the leave does not create a hardship with respect to the operational needs and work schedules of the applicable institutional unit.

F&M Leave Entitlement

- Employees are entitled to a maximum of twelve (12) workweeks (60 days) of F&M leave within a calendar year. F&M leave can be taken continuously or, under certain circumstances, on a reduced F&M leave schedule, or intermittently over the course of a calendar year. F&M leave entitlement shall not be carried over from calendar year to calendar year.

- The actual F&M leave entitlement shall be based on the employee's percentage of full-time work for the twelve (12) month period immediately prior to the beginning date of the F&M leave; and, shall be integrated with the amount of other leave taken for F&M-related reasons during the calendar year within which the F&M leave is to begin.

- Employees who regularly worked full time (40 hours per week) are entitled to a maximum of twelve (12) workweeks (60 days) of F&M leave per calendar year. Employees who worked less than full time (40 hours per week) are entitled to a pro rata share of the twelve (12) week/sixty (60) day maximum.

Integration of Other Leave Taken with F&M Leave Entitlement

Actual F&M leave entitlement shall be based on the employee's use of other leave during the calendar year within which the F&M leave begins. The employee's use of the following types of leave shall be deducted from the actual F&M leave entitlement:

1. Any prior F&M leave taken within the applicable year
2. Sick leave withdrawn from the UMS leave reserve fund within the applicable year
3. Extended sick leave used within the applicable year
4. Accident leave used within the applicable year
5. Any type of unpaid leave for reasons related to family and medical circumstances taken within the applicable year.
Intermittent or Reduced Leave

- In the case of a documented medical necessity, an employee shall be entitled to intermittent leave and/or a reduced schedule that reduces regular hours per workday or workweek for purposes of the employee's or the immediate family member's serious health condition. The employee shall attempt to schedule intermittent leave or leave on a reduced schedule so as not to disrupt the operations of the institution's applicable unit.

- Employees may be granted leave that reduces regular hours per workday or workweek for reasons of child birth, placement with the employee of a child for adoption or foster care, or care for a newborn child to the extent that the intermittent or reduced leave does not represent an undue hardship to the operations and work schedules of the applicable institutional unit.

- The Chief Executive Officer or designee may temporarily reassign an employee on intermittent or reduced F&M leave to an alternative position that better accommodates reduced or intermittent periods of leave.

Spouses Employed By The Same UMS Institution and Unit

- If spouses work at the same UMS institution or in the same institutional unit, each spouse shall be entitled to a separate, individual, maximum family and medical leave eligibility amount.

- The amount of leave for which one spouse may be eligible, or the amount of leave used by one spouse shall not limit or enhance the leave amount or the leave usage of the other spouse.

- Spouses shall be entitled to take leave simultaneously or in succession and in any portion of their respective individual maximum for reasons of a serious health condition of the employee and for the serious health condition of the employee's immediate family members. Requests for simultaneous F&M leave by spouses employed by the same institutional unit may be granted for reasons of child birth, placement with the employee of a child for adoption or foster care, or care for a newborn child, to the extent that simultaneous leaves do not create a hardship with respect to the operational needs and work schedules of the applicable institutional unit.

Compensation During Leave

F&M leave is an unpaid leave. However, based upon either the election of the employee or the requirement of the Chief Executive Officer or designee and in accordance with UMS and the institution's existing leave procedures, accrued paid leave shall be substituted for all or any part of the F&M leave.

Status of Benefits While on Family and Medical Leave

- While on any unpaid portion of a F&M leave, an employee shall not earn or accrue any additional leave or seniority credits.

- An employee may elect to purchase service credit at the time of retirement for prior leaves without pay that are qualified by the Maryland State Retirement and Pension Systems. Upon approval of a leave without pay, an employee shall follow the institution procedure to assure that this option may be exercised.
Notice of F&M Leave

Regardless of the reason for the F&M leave an employee shall give at least thirty (30) calendar days notice and provide the appropriate medical certification or legal certification of adoption or foster child placement, before taking a F&M leave. When the need for leave is not foreseeable, an employee shall give notice as soon as practicable but no less than two (2) working days of learning of the need for leave. If this is not possible due to a medical emergency, then the employee or the employee's designee shall give written notice and provide the appropriate certification as soon as practicable.

Medical Certification

For leaves related to serious health conditions and to childbirth, the employee shall provide medical certification(s) from the employee's or family member's health care provider. The employee shall have fifteen (15) calendar days to obtain the medical certification unless not practicable to do so despite the employee's diligent good faith efforts. Such certification shall include but not be limited to:

1. A diagnosis of the nature and extent of the condition giving rise to the use of F&M leave, Date condition commenced, Regimen of treatment to be prescribed, The duration of absence from work. In the case of the employee's serious health condition, certification that the employee is unable to perform the essential functions of his/her position and prognosis of the employee's ability to return to his/her position, In the case of the employee's need to care for a seriously ill family member, certification of the necessity for and duration of the employee's presence; of the requirements of inpatient care; and of assistance for basic needs, safety and transportation, Title and original signature of an accredited, licensed or certified medical provider.

2. The Chief Executive Officer or designee may require a second medical opinion at the institution's expense. In the case of conflicting opinions, the opinion of a third health care provider, agreed upon by both employee and the chief executive officer or designee and obtained at the institution's expense, shall be final. The second and third opinions shall not be provided by individuals who are employed on a regular basis by the institution.

3. The Chief Executive Officer or designee may require reasonable recertification as the F&M leave continues, and may require an employee to provide periodic progress reports as to the serious health condition for which he/she is taking leave and the employee's ability to return to work at the end of the leave. Recertification shall not be requested more often than every thirty (30) calendar days unless the employee requests an extension of F&M leave, changed circumstances occur during the illness or injury, or the institution receives information that casts doubt upon the continuing validity of the most recent certification.

4. Consistent with FMLA and other applicable laws, all medical-related documentation will be kept confidential and maintained in a file separate from the employee's official institutional personnel file.
Scheduling of Treatment In Instances of Serious Health Conditions

- In instances of the serious health condition of a family member or of the employee himself or herself, and in keeping with the requirements of the appropriate health care provider, the employee shall make reasonable efforts to schedule any medical treatments so as not to disrupt unduly the operations of the applicable institutional unit.

- During the course of the treatment and as the Chief Executive Officer or designee deem appropriate, the employee may be requested to provide certification from the appropriate health care provider of the unavailability of treatment during non-work time, or at times that are less disruptive to the operations of the employee's unit.

Providing Information About F&M Leave

Regardless of the reason for the leave, an employee shall provide complete, accurate and timely information related to a request for, continuation of, modification(s) to, and return from a F&M leave.

Abuse of F&M Leave

The Chief Executive Officer or designee shall review, investigate and resolve suspected cases of bad faith, fraud or abuse of the F&M leave program. Cases of bad faith, falsification of documents, or fraudulent information related to the F&M leave provided to the institution, or other abuses of the F&M leave program, may result in but are not limited to: revocation of the leave, refusal to restore, recovery of institutional costs for paid-time leave and insurance benefits premiums, and disciplinary action up to and including termination.

Early Return from Leave

An employee interested in returning to work from a F&M leave prior to the agreed upon end of the leave date shall provide the Chief Executive Officer or designee with a written request at least thirty (30) calendar days prior to the date on which the employee is interested in returning. The Chief Executive Officer or designee shall make a good faith effort to restore the employee to his/her former or an equivalent position as soon as possible at the employee's request but no later than the thirty (30) calendar day notice provided by the employee.

Extensions of Leave

Employees may extend the date of return from a F&M leave to the extent that they have F&M leave entitlement available. A request for an extension of F&M leave shall be considered under this policy as if it was an initial request.
JURY SERVICE

(SEE BOR 220.0 VII-7.21 FOR FULL POLICY)

- The purpose of this policy is to establish a leave category called Jury Service for all regular employees which permits an employee, under certain circumstances, to be absent from duty without loss of any pay or without charge to the employee's accrued leave.

- An employee who is selected for jury duty shall notify the immediate supervisor of this selection without delay. An employee, regardless of shift assignment, who is on jury duty shall be permitted to be absent without loss of pay or charge to any leave for the day(s) of jury service. Upon request, the employee shall be responsible for providing documentation which verifies attendance. If, after reporting for jury duty, it is determined that the individual's services are not required and the individual is dismissed for the day, then the individual, time permitting, is required to return to the job.

JURY SERVICE PER MOU FOR COLLECTIVE BARGAINING

- Section 5. Jury Service and for Legal Actions Leave. (USM Policies VII-7.21 and VII-7.22)
  Jury service and legal actions leave for employees covered by this MOU is governed by USM Policy on Jury Service (VII-7.21 Policy on Jury Service approved by the Board of Regents, February 28, 1992; Amended May 7, 1993) and USM Policy on Leave for Legal Actions (VII-7.22 approved by the Board of Regents, February 28, 1992) and is subject to all the terms and conditions set forth therein with the following modification to USM Policy VII-7.21:

  - Employees who are dismissed from jury duty will be expected to return to work for the balance of their scheduled workday if the amount of time left in the employee’s work day exceeds three (3) hours.

MILITARY LEAVE

(SEE BOR VII - 7.23 FOR FULL POLICY)

The purpose of this policy is to establish a leave category called Military Leave for all Exempt and Nonexempt Staff employees on Regular Status which permits an employee, under certain circumstances, to be absent from duty without loss of any pay or without charge to the employee's accrued leave.

- An employee who is a member of the organized militia, of the Army, Navy, Air Force, Marine or Coast Guard Reserve, shall be entitled to a leave of absence for military training for a period of not more than 15 work days (pro-rated for part-time personnel) in any calendar year without loss of pay or charge to any leave.

- An employee who is called-up to active military duty during a national or international crisis or conflict shall follow USM policies VII-7.24 and VII-7.11.

HOLIDAYS

(SEE BOR VII-7.30 FOR FULL POLICY)

This policy establishes the amount of holiday leave earned by regular employees in Exempt (and Nonexempt) positions.
Amount of Holiday Leave

Employees are eligible to earn 11 holidays per year, or 12 holidays during a year of general or congressional elections and any other special observance as required by the legislature and Governor. Part-time employees who are employed on at least a 50% full-time basis shall earn holiday leave on a pro-rated basis. All employees must be in a paid employment status on the calendar date that the holiday is earned, in order to be eligible for holiday pay when the holiday is observed.

Observance of Holidays

- Institutions may at times be served most effectively by the observance of a holiday on other than the calendar date designated by the legislature and Governor. In those instances, the institution’s Chief Executive Officer or designee may schedule the observance of selected holidays on days other than the dates designated by the State. An employee may be required to perform duties on a holiday to meet operational needs.

- Holidays will be earned according to the following schedule and shall be taken according to institutional procedures:

<table>
<thead>
<tr>
<th>Holiday Calendar Date</th>
<th>Holiday is Earned</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Years Day</td>
<td>January 1</td>
</tr>
<tr>
<td>Dr. Martin Luther King’s Birthday</td>
<td>Third Monday in Jan.</td>
</tr>
<tr>
<td>President’s Day</td>
<td>Third Monday in Feb.</td>
</tr>
<tr>
<td>Memorial Day</td>
<td>Last Monday in May</td>
</tr>
<tr>
<td>Independence Day</td>
<td>July 4</td>
</tr>
<tr>
<td>Labor Day</td>
<td>First Monday in Sept.</td>
</tr>
<tr>
<td>Columbus Day</td>
<td>Second Monday in Oct.</td>
</tr>
<tr>
<td>Election Day</td>
<td>First Tuesday in Nov.</td>
</tr>
</tbody>
</table>

(Even Numbered Years Only)

<table>
<thead>
<tr>
<th>Holiday Calendar Date</th>
<th>Holiday is Earned</th>
</tr>
</thead>
<tbody>
<tr>
<td>Veteran’s Day</td>
<td>November 11</td>
</tr>
<tr>
<td>Thanksgiving Day</td>
<td>Fourth Thursday in Nov.</td>
</tr>
<tr>
<td>Friday after Thanksgiving Day</td>
<td>Fourth Friday in Nov.</td>
</tr>
<tr>
<td>Christmas Day</td>
<td>December 25</td>
</tr>
</tbody>
</table>

- Three additional University Holiday Leave days are to be earned each calendar year and observed at the discretion of the Institution’s Chief Executive Officer or designee.

- When a holiday falls on a Saturday, it is earned the Friday before, and when a holiday falls on Sunday, it is earned on the following Monday.
Scheduling of Holidays for Continuous Operations

Institutions which have departments that must provide service on a continuous seven day-a-week basis may schedule an employee’s holidays. Affected departments may schedule a specific day or days each month as a day off, and these days shall be treated in the same manner as regular holidays are treated for other employees. For employees in this category, one day of holiday leave shall be granted for each month, except that for the months of January and July when two days of holiday leave shall be granted. During a year of general or congressional elections, an additional day shall be granted for the month of November. Institutions have the sole discretion to determine which individual employees in a department will be placed in this category.

Termination Payment

Employees who leave the USM are entitled to be paid for any unused holiday leave that has been earned as of the date of separation.

**UMBC PRACTICE:**

- **Effective 7/1/03:** All staff working a ten (10) hour per day work schedule must observe holidays at eight (8) hours with two (2) hour leave usage [annual, personal or compensatory time (nonexempt only)] or work 2 hours extra hours during the week.
- Employees employed part time (equal to or greater than 50%), observe all of the holidays at their perspective fulltime percentages.
  - Example: Employees employed 75% fulltime:
    - 8 hour holiday x 75% fulltime = 8 x .75 = 6 hours
    - Thus, employees employed 75% would observe all of the holidays at 6 hours each.
- If a Nonexempt employee works on a holiday, then he/she has the option of: (1) getting paid for the holiday plus overtime for hours worked; OR (2) observing the holiday at later date (at straight time).
- If an Exempt employee works on a holiday, then he/she observes the holiday at a later date because Exempt employees are not eligible for overtime.
DISASTER SERVICE

(SEE BOR VII-7.26 FOR FULL POLICY)

This policy establishes the amount and use of paid leave for disaster service, and applies to all Regular and Contingent Category II Status Exempt and Nonexempt Staff employees of the University System of Maryland (USM). This policy is based on 1998 law, the Annotated Code of the State of MD, State Personnel and Pensions, Section 9-1102. As an Independent Personnel System, the USM is required by law to provide this leave.

- Requirements for Leave with Pay - On request, an employee may be entitled to disaster service leave with pay if:

  1. the employee is certified by the American Red Cross as a disaster service volunteer; and
  2. the American Red Cross requests the services of the employee during a disaster that is designated at Level II or above in the regulations and procedures of the National Office of the American Red Cross.

- Amount of Leave Allowed – An employee may use up to 15 paid days of disaster service leave in any 12-month period only after obtaining approval from the employee’s appointing authority. The employer may deny the leave if the denial is based on the anticipated impact on the operational needs of the institution. Employees who are appointed to work less than 100% but at least 50% time may use disaster service leave on a pro rata basis.

- Employment Status for Purposes of Certain Claims – For purposes of Worker’s Compensation and the Maryland Tort Claims Act, while an employee is using disaster service leave, the employee is deemed not to be a State employee.
ACCIDENT LEAVE-PAID

The purpose of this policy is to specify the details relevant to the reporting of work-related injuries and the administration of work-related accident leave at UMBC. This policy is written in compliance with the University System of Maryland Policy VII-7.40-Policy on Accident Leave for Exempt and Nonexempt Employees, as amended December 13, 1996.

Definition of “Work-Related Accident” Leave

“Work-related accident leave” is leave with two-thirds of an employee’s regular pay that is granted to an employee who sustains a work-related accidental injury if both of the following circumstances occur:

1. A determination is made that the injury is compensable according to the Maryland Workers’ Compensation Act; and
2. A physician examines the employee and certifies that the employee is unable to perform the essential duties of the position because of the injury.

Eligibility for Work-Related Accident Leave and Benefits

1. Only employees who are appointed on a regular basis are eligible for work-related accident leave.
2. An employee who is receiving work-related accident leave accrues leave and service credit based upon the employee’s regular pay and continues to receive health benefits with the subsidy allowed by the State.

Administration

  1. The injured employee or someone on the employee’s behalf must provide oral or written notice to the employee’s supervisor immediately after the injury occurs. The supervisor will refer the employee directly to the following:

      Concentra Medical Center
      1419 Knecht Avenue
      Arbutus, Maryland 21227
      Telephone: 410-247-9595

  2. Within 3 work days after the injury occurs, the injured employee or someone on the employee’s behalf must submit to the employee’s supervisor a physician’s certification that the employee is unable to perform the essential duties of the position because of the injury.
• Supervisor’s First Report of Employee’s Injury

Within 1 workday following the injury, the supervisor of the injured employee or the supervisor’s designated representative must complete a Supervisor’s First Report of Injury form and submit it to the Office of Risk Management.

• Employer’s First Report of Injury

Immediately upon receipt of the Supervisor’s First Report of Injury, the Office of Risk Management will:

1. File an Employer’s First Report of Injury with the Injured Workers’ Insurance Fund (IWIF);
2. Notify the injured employee or someone on the employee’s behalf of the employee’s right to file a claim with the Workers’ Compensation Commission; and
3. Send a copy of the Employee’s First Report of Injury to the Department of Human Resources for a determination of whether the injury is likely to be compensable under the Maryland Workers’ Compensation Act.

• Determination of HR

Upon receipt of the Employee’s First Report of Injury from the Office of Risk Management, the DHR/R will determine whether the employee’s injury is likely to be compensable under the Maryland Workers’ Compensation Act, and will grant or deny the employee work-related accident leave in accordance with the determination. If work-related accident leave is granted, the leave will begin on the injured employee's first day of absence from work because of the injury.

• Termination of Work-Related Accident Leave

The injured employee’s work-related accident leave will be terminated on the earlier of the following dates:

1. The date on which the employee is able to return to the employee’s regular duties or to modified duties designated by UMBC, as certified in writing by a physician; or
2. Six months from the date of the employee’s first day of absence from work because of the injury.

• Leave for Continuing Medical Treatment

If the injured employee returns to the employee’s regular duties or to modified duties designated by UMBC before 6 months have elapsed since the date of the injury, work-related accident leave may be granted for continuing medical treatment, as certified in writing by a physician selected by UMBC, for up to 6 months from the date of the employee’s first day of absence from work because of the injury.
• Additional 6 Months of Work-Related Accident Leave

After the injured employee has used 6 months of work-related accident leave, the HR may grant the employee a maximum of 6 additional 4 months of work-related accident leave if a physician selected by UMBC certifies in writing that the employee continues to be unable to perform the essential duties of the position.

• Notice of Noncompensability

If UMBC receives notice from either the Workers’ Compensation Commission or the IWIF that the employee’s injury has been determined to be noncompensable, the employee’s work-related accident leave will be terminated. UMBC will correct the employee’s leave record to reflect a conversion of any work-related accident leave that was granted in advance of the notice of noncompensability to leave with pay or, if the employee does not have leave with pay, to leave of absence without pay. The employee will be obligated to reimburse UMBC for any work-related accident leave that was granted and used before the notice of noncompensability was received by UMBC.

Temporary Total Benefits

An injured employee may be entitled to temporary total benefits for loss of wages according to the Workers’ Compensation Act only after the employee has used all available work-related accident leave and sick leave. After the employee has used all available work-related accident leave and sick leave and does not elect to receive temporary total benefits, the employee may use accrued annual leave, personal leave, compensatory leave, and holiday leave. If no leave with pay is available, the employee will be placed on a leave of absence without pay. The combination of leave with pay and leave without pay may not exceed 2 years.

Medical Evaluation

The HR or the IWIF, or both, may refer an employee on work-related accident leave to a physician or physicians for periodic examinations to determine the nature and extent of the employee’s injury, the employee's progress toward recovery, the length of time necessary for recovery, and an estimated date of return to work. If the DHR/R refers the employee to a physician, the HR will notify the Office of Risk Management of the referral. The Office of Risk Management will submit to the IWIF a report stating the circumstances of the referral and the physician’s prognosis.
UMBC Procedure

- When a faculty, staff or paid student employee has incurred a work-related injury, the injured person may be referred directly to:

  University Health Services (UHS) Hours: Monday-Thursday,
  Erickson Hall 8 a.m.-7:30 p.m.
  Center Road Fridays, 8 a.m.-5 p.m.
  (410) 455-2542

Authorization for Treatment forms may be obtained from the Environmental Safety and Health Office at the Physical Plant Building, Room 105.

When University Health Services is not open, employees should be referred to:

  Concentra Medical Center Hours: Monday-Saturday, 7:00 a.m.-12 noon
  1419 Knecht Avenue
  Arbutus, Maryland 21227
  (410) 247-9595

  OR

  Friends Medical Center, Inc. Hours: Sunday-Saturday, 10 p.m.-1 p.m.
  5820 Southwestern Boulevard
  Arbutus, Maryland 21227
  (410) 247-1417

These clinics specialize in work-related illnesses and injuries in addition to offering physicals, special testing and vaccinations. They are a reasonably short drive from the campus.

When the above agencies are closed, injured employees should be referred to:

  St. Agnes Hospital
  900 Caton Avenue (off Wilkens Avenue)
  Baltimore, Maryland 21229
  General (410) 368-6000
  Emergency Room (410) 368-2000

TO ENSURE PROPER COVERAGE BY THE STATE HEALTH CARE PROVIDER, THE INJURED EMPLOYEE SHOULD NOT BE REFERRED INITIALLY TO A FAMILY PHYSICIAN OR A PRIVATE CLINIC.
In cases of severe work-related injuries which necessitate the use of an ambulance to transport the injured person, emergency room facilities at St. Agnes Hospital are to be utilized.

All work-related injuries must be reported to the Office of Environmental Safety and Health using the following forms available from this office:

1. The injured employee must complete an Employee's First Report of Injury form and submit it to the Office of Environmental Safety and Health within 24 hours of the time of the injury.

2. The employee's supervisor or designee must complete a Supervisor's First Report of Injury form and submit it to the Office of Environmental Safety and Health within 24 hours following the injury.

3. Witnesses should complete an Accident Witness Statement and submit it to the Office of Environmental Safety and Health.

4. Once the forms have been completed, they are reviewed by the Office of Environmental Safety and Health. A campus Safety and Health Manager will investigate, if necessary, and notify the Injured Workers’ Insurance Fund and the Office of Human Resources of the circumstances of the injury.
DEFINITIONS

Contingent Status Employment - is a Non-Regular Status of employment for Nonexempt, or Exempt Staff positions in the USM.

Categories of Contingent Status Employment - Category I and Category II (See “Categories of Contingent Status” section below).

Contingent Status Employee - is defined as a person (non faculty employee) who (1) pursuant to a written agreement, provides personal services to an institution for pay; (2) is not employed as a Regular Status employee in a budgeted position; (3) whose compensation, terms and conditions of employment are governed by this policy and a written contract and not by the USM policies generally applying to Regular Status Nonexempt and Exempt staff; and (4) has an employer-employee relationship with the institution in which the institution furnishes necessary supplies and equipment, and a place to work; has the right to control and direct the details, means and results of the performance of the services; and has the right to discharge the person from employment.

TERMS AND CONDITIONS

A. All Contingent Status employees:

1. must meet the minimum qualifications for the position;

2. shall be paid at a rate that at least meets the minimum of the pay range for the position’s job class. If contract is renewed, Cost of Living Adjustment (COLA) as provided for Regular Status employees and a salary increase may be considered by the employing institution;

3. shall not have any grievance rights under any State, University System of Maryland, or Institutional policy, unless such policy specifically provides otherwise;

4. shall not be entitled to participate in the State Pension System or the USM Optional Retirement Program; and

5. shall be covered by applicable Federal and State of Maryland Equal Employment Opportunity and Affirmative Action laws and other applicable USM employee protection policies.

B. Each written agreement (contract) for a Contingent Status employee shall specify:

1. the appropriate contingent category: Category I or Category II. If it is a Category I appointment, it shall specify whether it is Seasonal or Intermittent; or percentage of time worked;

2. the salary/hourly rate of pay;

3. the duration of the contract, including a provision that both the employee or employer have the right to terminate the agreement for any reason following notice as specified in the agreement;

4. the duties to be performed; and

5. the specific benefits and rates of leave accrual provided.
CATEGORIES OF CONTINGENT STATUS EMPLOYMENT

Agreements for contingent status employment shall not be offered on terms which are not included in one of the two categories of contingent status employment as follows:

A. Contingent Category I - defined as any Contingent Status employee whose written agreement (contract) is for a term of six months or less regardless of the percentage of time worked and regardless of whether it is seasonal or intermittent in nature (works “if and when needed”).

   Contingent Category I Employees:
   1. shall not be required to be hired through competitive recruitment or selection;
   2. shall not be entitled to receive fringe benefits;
   3. may have their contract renewed indefinitely by executing new contracts of up to six months at a time for 49% or less of fulltime employment. However, if they have contracts of 50% or more of fulltime employment lasting for a period of six consecutive months, they shall be eligible for contract renewal to a lifetime maximum of 12 months under Contingent Category I in that position.
   4. shall not be entitled to receive service credit for the time served in this category unless they have worked 50% or more of fulltime, on a consecutive basis, immediately preceding appointment to a Regular Status position through a competitive process. The term “service credit” is not applicable to any retirement rights;
   5. shall have the mandatory payroll deductions and mandatory employer paid subsidies as described in Sections V.A.6. and 7. below.

B. Contingent Category II - is defined as any Contingent Status employee whose written agreement (contract) is for more than six months, but no more than 12 consecutive months; and is on a fulltime basis or on a parttime basis of 50% or more of fulltime employment; and is not seasonal or intermittent in nature.

   Contingent Category II Employees:
   1. are required to be hired through competitive recruitment and selection;
   2. shall be entitled to receive at least the minimum benefits as specified in this policy;
   3. subject to paragraph IV.B.4., may have their contract renewed by executing new contracts of up to one year at a time;
   4. employment status conversion:

       after three consecutive years of service in the Contingent Category II at the same institution, Contingent Category II employees who remain employed by the institution shall be converted to a Regular Status position, subject to all the policies and procedures of Regular Status employees. This provision does not apply to employees in positions funded through a Research/Service Grant or Contract, or through Clinical Revenue; Athletic Coaches; employees on internships; and those employees who have chosen not to be converted to Regular Status employment.

For Contingent Category II employees on the payroll as of October 22, 2004, and who remain employed by the institution, the following conversion timeline shall apply:
a. Employees with 6 or more consecutive years of service shall be converted by July 1, 2005;
b. Employees with less than 6 but at least 3 years of consecutive service shall be converted by July 1, 2006; and,
c. Employees with less than 3 years of service shall be converted by July 1, 2007.

Each institution shall develop a schedule for the conversions to be placed on file with the institutional office of Human Resources. Progress toward full conversion shall be included in the report required by section VI of this policy.

5. shall be entitled to service credit for the time served in this category, if appointed, without a break in service, as a Regular Status employee. The term “service credit” is not applicable to any retirement rights;

6. who are converted to Regular Status before occupying their current position for a period equal to an applicable probationary period shall be in probationary status until the position has been occupied, as a Contingent Status employee and a Regular Status employee, for the full probationary period; and

7. shall be given a written performance evaluation under the USM’s Performance Evaluation Program guidelines (USM-BOR VII-5.20).

**LEAVE BENEFITS**

The minimum benefits to be provided to all Contingent Category II employees, on an annual basis, are listed below. These benefits shall be pro-rated for contracts of less than one year and for less than full-time employment.

*Basic Leave Benefits:* Contingent Category II employees are eligible for paid leave, which includes five (5) days of annual leave; the following eight (8) holidays:

- New Year’s Day,
- Martin Luther King Day,
- Memorial Day,
- Independence Day,
- Labor Day,
- Thanksgiving Day,
- the Friday after Thanksgiving Day, and
- Christmas Day;

three (3) days of sick leave (sick leave is defined as leave available to the employee when the employee is sick or is needed to care for the employee’s sick spouse, child or legal dependent; and it only may be used in accordance with institutional policies that govern use of sick leave for Regular Status employees); and leave for jury duty as called to serve. Additionally, individual contracts shall address whether leave that is not used by the end of the contract term can be carried over to another contract; whether the institution shall pay the employee for it, with the exclusion of sick leave; or whether it is forfeited.
**UMBC Practice (Effective 7/1/04):**

In order to keep in accordance with the Board of Regents Policy, the UMBC business practice for Contingent II leave benefits should be limited to one of the options below:

1. Grant only the minimum leave benefits as mentioned in the Board of Regents Policy; or

2. Grant the same leave entitlement that a regular employee in the same classification (Exempt or Nonexempt) with the same years of service would receive.

Therefore, when hiring a Contingent II employee or amending Personal Services Contracts, please use the above-outlined criteria for the purposes of leave benefits.

Contingent employees and Faculty are not entitled to the sick leave programs such as: Advanced Sick Leave, Leave Reserve Fund, Extended Sick Leave, nor Leave Donation.
FELLOWSHIP LEAVE

1. In order for a faculty member to qualify for Fellowship Leave, the fellowship or grant proposal must have been submitted through the Office of Sponsored Programs Administration even if the proposal does not require an institutional signature. This will allow the office to record the fact that such a proposal has been submitted and to record also if and when an award is made.

2. After receiving notification of an award, a request for Fellowship Leave will be sent by the faculty member to the Department Chair. The Chair will forward this request to the appropriate Dean asking that the leave be approved. The Chair's request for Dean's approval should include an evaluation of the potential loss of instruction resulting from the proposed leave and analysis of the need for additional part-time support to cover this loss. The Dean will forward the request to the Provost with his/her recommendation. Provost's approval of Fellowship Leave will be required prior to the initiation of the leave.

3. Fellowship leave falls under the category of leave without pay. Therefore sick leave cannot be accrued while a faculty member is on fellowship leave, even when supplemental salary is awarded to that faculty member.

SABBATICAL LEAVE

- The primary purpose of a sabbatical leave is to afford opportunity to the faculty member to increase his or her professional standing and value to the institution. Sick leave is accrued while the individual is on sabbatical leave. To be eligible for the sabbatical, the faculty member must have attained tenure in professorial rank and must have been on active, full-time service with the University for a period of at least six years, subsequent to any previously granted sabbatical leave; provided, moreover, that:

  1. The faculty member will, at least six months prior to the beginning of the proposed leave period, submit a formal written request, setting forth clearly the nature of the proposed sabbatical project, and his or her reasons for believing that the project will be professionally beneficial both to the applicant and the University. The written request, together with an endorsement from the department and Dean to the effect that the faculty member's service can be spared during the sabbatical leave period, will be forwarded to the Provost and President for final action.

  2. The faculty member applying for sabbatical leave will, as a condition for being granted leave, agree to return promptly to the University at the termination of the sabbatical period, to remain in service for at least one academic year, except in circumstances in which the President of UMBC, the Chancellor of the University System, and the Board of Regents may decide otherwise.

  3. Sabbatical leave usually will be granted for one 5-month or one 6-month period on full pay, or for one 10-month or one 12-month period on one-half pay for ten and twelve-month appointees respectively. In certain exceptional and meritorious circumstances, and where long and distinguished service to the University may strongly justify, approval may be granted for a sabbatical period of more than twelve months, but in no case for more than twenty-four months on one-half pay.

  4. The faculty member on sabbatical leave will be permitted to accept, in addition to the pay he/she receives from the University, only such awards, grants, contracts, fellowships, etc. as may also be given in aid of the approved sabbatical project, the primary purpose of the sabbatical leave being to afford opportunity to the faculty member to increase his scholarly attainment. Compensation for occasional consulting services rendered during the period of
sabbatical leave, such service not to exceed that which would conform with the University's policy on consulting services, shall not be considered payments of salaries or wages.

5. Within three months of their return from sabbatical leave, faculty members will send to their Chair, Dean, and the Provost a summary report of their sabbatical activities, including a review of their work while on leave, a statement of publications prepared or anticipated, and their own assessment of the success of their leave.

- UMBC Procedure (HR/payroll processing): Upon approval of sabbatical request, relative data must be entered into the faculty member's job record within PeopleSoft for the correct processing of pay as well as the reflection of leave status. To achieve this, departments will need to enter the leave begin and end date onto the Change PAR (Personnel Action Request) form and submit to HR/Payroll Office. Within the HR/Payroll Office, a new row is inserted into the faculty member's job record with Effective Date = Begin Date of leave.

**TERMINAL LEAVE**

(UMBC Terminal Leave Policy)

- Terminal Leave is defined as a leave of absence with pay extending over a period of time which terminates on the effective date of a faculty member's separation from employment with UMBC.

- Upon voluntary application by a faculty member, the President of UMBC may grant terminal leave in accordance with the following provisions:

  1. Only full-time tenured faculty members at UMBC shall be eligible for terminal leave; if awarded, such a leave shall be granted with full pay for a period not to exceed twelve months, or with half pay for a period not to exceed twenty-four months.

  2. A faculty member, while on terminal leave, shall:

     a. receive the salary which would have been accorded had he or she remained at UMBC;

     b. remain a UMBC employee, and be subject to all policies of the Board of Regents and UMBC;

     c. retain, during the period of terminal leave, all rights to all benefits normally associated with full-time employment (or, where applicable, half-time) at UMBC, with the exception of annual leave; and

     d. be excused from performing duties of any kind, administrative or otherwise, during the period of leave unless otherwise stipulated in writing by the terminal leave letter of agreement.

- The faculty member shall agree, in writing, to fulfill the requirements of the leave, to waive all claims arising out of his or her employment, other than those specified in 2c, and also to waive all claims to subsequent employment at UMBC.

- Procedure (Initiation): A faculty member must voluntarily request terminal leave. The faculty member shall submit his or her request to the Chairperson of his or her department or equivalent unit head. After review by the Chairperson, the request shall be forwarded with the Chairperson's recommendation
through the usual administrative channels to the President. The President shall have the authority and
discretion to approve or disapprove the request based on the needs of the department, the unit, the
institution and the University System of Maryland. Upon approval of the President, the President and the
faculty member shall sign a letter of agreement specifying the conditions of the leave. This letter shall b
e in compliance with this UMBC Terminal Leave Policy, shall contain all special conditions, if any, to
which the faculty member and UMBC have agreed with respect to the leave, and shall recite the
voluntary nature of the Agreement. The terminal leave agreement is not effective until executed by the
President of UMBC. Faculty are urged to seek legal advice as they pursue terminal leave. The faculty
member shall have twenty-one (21) calendar days to review the letter of agreement before signing it.

- If terminal leave is used in conjunction with retirement from UMBC, the faculty member shall agree, in
writing, to a knowing and voluntary waiver under the Older Workers Benefit Protection Act (OWBPA) as
amended under the Age Discrimination in Employment Act (ADEA). The waiver will not apply to rights or
claims that may arise after the date upon which the letter of agreement was signed. The faculty member
shall have the right to revoke the waiver within seven (7) calendar days after signing the letter of
agreement.

**LEAVE WITHOUT PAY**

*(SEE BOR II-2.20 FOR FULL POLICY)*

Under certain conditions the President or designee may grant a faculty member leave of absence without pay. A
primary consideration in award of leave without pay is that it shall not substantially disrupt the academic
program or unit of which the faculty member is part. Leave of absence without pay ordinarily shall be granted if
the purpose of the leave is to advance the institution's mission of teaching, research, and service or to enhance
the ability of the individual to support that mission. Leave without pay may also be granted for personal or health
reasons. In no case shall a leave without pay extend beyond the termination of the individual's term of
employment.

The following conditions apply to leave with out pay:

1. To be eligible for leave of absence without pay, a faculty member must be employed on a
continuing or term contract and must normally have been employed for at least two
semesters or twelve months prior to the beginning of the proposed leave. Continuation of
employment of the individual upon termination of the leave without pay must be the
expectation.

2. A leave with out pay is ordinarily granted for no more than one full year.

3. Unless the President or designee stipulates otherwise, the period of leave without pay shall
not be counted as service toward the faculty member's eligibility for sabbatical leave.

4. A faculty member on leave without pay may continue to participate in retirement, medical
and health programs, and other benefit programs only to the extent and under such
conditions as are permitted by each such program. Unless the President or designee
stipulates otherwise, any costs of such participation in benefits during a leave without pay
shall be borne by the faculty member. Each institution shall develop procedures and
guidelines for the implementation of this policy; such procedures and guidelines shall be
filed with the office of the Chancellor.
ACCIDENT LEAVE AND CREDITABLE AND NON-CREDITABLE SICK

BOR Policies and Procedures II-2.30, *Policy on Accident Leave and Creditable and Non-creditable Sick Leave for Faculty Members*, provides an informal system of colleague-substitution for short-term incapacity of instructional faculty and a basis for determining eligibility of faculty members to receive salary payments during extended periods of incapacity for reasons of illness, injury, or childbirth. Moreover, BOR VII-7.45, *Policy on Sick Leave*, which governs the accrual and use of sick leave, applies to all regular Nonexempt and Exempt employees of the University System of Maryland, including faculty.

In addition to providing for family-related leave, federal law also prohibits discrimination on the basis of pregnancy, childbirth, or related medical conditions. The *Pregnancy Discrimination Act* is an amendment to *Title VII of the Civil Rights Act of 1964*, which requires that women affected by pregnancy or related conditions must be treated in the same manner as other applicants or employees with similar abilities or limitations. Hiring, pregnancy and maternity leave, health insurance, and fringe benefits are addressed under this act.

BOR policy II-2.30 does not reflect the recent policy permitting appointment periods of 9 months. Nevertheless, faculty members with a 9-month appointment period are eligible for family and medical leave, provided they meet the alternative requirement of 1,040 hours of work during the preceding 12 months.

Non-creditable Sick Leave: Collegially Supported

- It is the responsibility of the institution to have an agreed-upon procedure for continuing instruction when faculty members are absent for any reason, including illness, injury, or childbirth.

- Once instruction is underway, it is important to have it continued with minimal interruption to protect the interests of students. Thus, when a faculty member is incapacitated for brief periods by illness, injury, or childbirth, the "collegial" method of accommodating faculty disability is preferred. This is the practice whereby colleagues of the disabled faculty member-- on a voluntary basis-- take over his or her classes and other essential functions, in addition to carrying on their regular work.

- This provision may be employed when practicable up to a maximum of twenty-five (25) work days for each faculty member in one fiscal year. After that time, creditable sick leave shall be charged.

- Collegially supported sick leave is not credited toward retirement and cannot be carried over to a subsequent fiscal year.

- An eligible faculty member, appointed for at least a semester but less than an academic year, may receive no more than half of the collegial protection awarded persons who are appointed for an academic year. Faculty appointed for periods of less than one semester may not receive collegial benefits.

- The maximum collegially supported leave available to a faculty member during the summer is one-seventh of the contract period. This will be included as part of the faculty member's yearly limit.

- Collegially supported leaves for an individual faculty member in two fiscal years must be separated by active service of at least twenty-five (25) work days.
CREDITABLE SICK LEAVE

Accrual

- Sick leave for faculty is accrued at the rate of 1.25 work days per month at full salary. Accrual of sick leave for summer employment by academic-year faculty is determined by the institution. In no case may an individual accrue more than fifteen (15) days of sick leave during any fiscal year.

- Part-time faculty members who are employed at least 50 percent time are eligible for sick leave benefits proportionate to the percentage of their employment.

- Individuals eligible to earn sick leave credits will accrue such credit for each calendar month in which they are on paid status for fifteen (15) or more days within that month. No sick leave credit will be accrued for any month during which the individual is on paid status for less than fifteen days.

- Sick leave is accrued while the individual is on sabbatical leave, but not while on leave with out pay.

- A faculty member may be required to present appropriate diagnostic or medical evidence to support his or her sick leave.

- When all accrued sick leave has been expended, the individual will be removed from salaried status, except in unusual circumstances as approved by the President. The institution will assist the faculty member in evaluating the options of disability retirement, regular retirement, or disability insurance if the health prognosis is unfavorable.

- If there is a break in an individual's employment with the State of Maryland of less than three years, a sick leave balance will be restored. A leave of absence without pay is considered a break in employment. Sick leave balances may be brought to the University System from another State agency.

Sick Leave Creditable as a Retirement Benefit

- A maximum of 130 sick leave days could be creditable as a retirement benefit as of January 1, 1975. Since that date, there has been no limit on accumulation of sick leave. For individuals employed in former Board of Regents institutions, there may be additional sick leave in reserve which cannot be credited toward retirement.

- A faculty member who is receiving Maryland State Retirement System benefits does not accrue sick leave creditable as a retirement benefit. Faculty members who are members of the optional retirement plan provided through TIAA do not accrue sick leave creditable as a retirement benefit subsequent to the date of enrollment in the TIAA plan. Faculty members who receive approval for exemption from positive time reporting, as described in the reporting section below, do not accrue sick leave creditable as a retirement benefit.

- For faculty members enrolled in the Maryland State Retirement and Pension Systems, at the time of retirement unused creditable sick leave is applied toward the individual's retirement service credit. There will be no cash payment for accumulated sick leave at the termination of employment, nor may unused sick leave be used for early retirement. In the case of an individual who resigns after at least five years of employment, and who leaves contributions with the Maryland State retirement system, any unused creditable sick leave will be "vested"—that is, it will be credited toward retirement benefits when the employee begins to draw benefits.

Reporting

Each faculty member, regardless of the source of funding or retirement system in which he or she is enrolled, who is employed at least 50 percent time, must complete and submit a biweekly positive time report.
ACCIDENT LEAVE

- A faculty member who, in the actual performance of his or her duties, sustains an accidental personal injury that is otherwise compensable under the Maryland Worker's Compensation Law, shall be granted accident leave 66 2/3’s pay if, after medical examination, a physician certifies that the injury or accident disables the employee. Accident leave is available only to those who are eligible for sick leave.

- Accident leave shall be granted from the date of the job-related injury until a physician certifies that the individual is healed and is physically able to return to work. The period of accident leave must be supported by a valid physician's certificate. In no event may accident leave be extended beyond one year from the date the accidental personal injury occurred.

- Accident leave is not sick leave. An employee on accident leave status will continue to earn sick leave and annual leave credits. Holiday leave will be reported for scheduled holidays occurring during the period of accident leave.

- After the injured employee has used all available accident leave and does not elect to receive temporary total benefits, he or she may use other leave with pay, including sick leave, annual leave, compensatory leave, and holiday leave. If, after using all leave with pay, the individual does not elect to receive temporary total benefits, he or she may request the President to extend sick leave. After the use of all possible leave with pay, the individual shall be placed on leave of absence without pay.

- The injured employee shall not receive temporary total benefits under Worker's Compensation while receiving accident leave with full pay and shall not be paid any other leave benefits while on accident leave.

- Each institution shall establish procedures in accordance with the System personnel policies and the Worker's Compensation law with regard to the: employee's notice of injury; physician's certification; responsible administrator's report; employee's claim; required medical examinations; granting of leave; and notification of the State Accident Fund.
ANNUAL LEAVE

(SEE BOR II-2.40 FOR FULL POLICY)

Faculty With Contracts of Less than Twelve Months

- A faculty member serving on an academic-year contract of less than ten months is not entitled to paid annual leave.

- A full-time faculty member serving on a ten-month academic-year contract is entitled to fifteen calendar days of paid annual leave which shall be the last fifteen days of the ten-month contract period, unless otherwise designated at the time of appointment. Such paid annual leave time may not be carried forward into the next fiscal year.

- A part-time faculty member appointed on at least a 50% of full-time basis and serving on a ten-month academic-year contract is entitled to annual leave on a pro-rata basis. Such leave shall be taken as the final days of the ten-month contract period, unless otherwise designated at the time of appointment. Such paid annual leave time may not be carried forward into the next fiscal year.

Faculty With Twelve-Month (Fiscal-Year) Contracts

- A full-time faculty member serving on a fiscal-year contract shall earn twenty-two (22) days of paid annual leave and three (3) days of paid personal leave per calendar year. Beginning with the twenty-first year of employment, a full-time faculty member serving on a fiscal-year contract shall earn twenty-five (25) days of paid annual leave and three (3) days of paid personal leave per calendar year.

- A part-time faculty member appointed on at least a 50% of full-time basis and serving on a fiscal-year contract shall earn, use, accrue, and be eligible for payment of annual and personal leave, on a pro-rata basis, on the same terms available to full-time fiscal-year faculty members.

- The time taken as paid annual leave shall have the concurrence of the supervisor.

- Annual leave may be accumulated, but only a maximum of fifty (50) workdays may be carried forward into a new calendar year.

- At the end of each calendar year, a supervisor may, through appropriate channels, recommend to the institution’s Chief Executive Officer or designee that a fiscal-year faculty member be paid for days of annual leave lost because of the denial of an annual-leave request. The supervisor’s recommendation for payment for lost annual leave shall be accompanied by a written explanation of why the lost annual leave was not taken at another time during the calendar year. Payment is at the discretion of the chief executive officer or designee. It is also limited to unused annual leave that is in excess of the maximum accumulation and that is lost by the employee at the end of the calendar year.

- Beginning with the 21st year of service, 25 annual leave days are earned during the calendar year.
A fiscal-year faculty member transferring from one University System of Maryland institution to another shall be entitled to carry into the new position all unused annual leave accumulated at the time of transfer. Fiscal-year faculty members leaving the University System of Maryland to take another State position who are not entitled to transfer accumulated leave and fiscal-year faculty members leaving State service shall be compensated for all unused annual leave accumulated up to the date of resignation.

Unused paid personal leave days may not be carried forward into the next calendar year and are not eligible for compensation upon termination.

Exception For Fiscal-Year Faculty Funded By Grants and Contracts

For fiscal-year faculty members who are paid in whole or in part from contracts or grants, constituent institutions may limit the number of days of unused annual leave for which such employees may be paid upon leaving employment in the System. Any such limit shall be made a part of the employee’s written employment contract.

UMBC Implementation Procedures for the Policy Enabling Twelve-Month Faculty To Accumulate Annual Leave

- Faculty members, who for the purpose of this policy include those holding faculty rank, plus Faculty Research Assistants and Associates serving on twelve-month contracts in line positions, are entitled to earn annual leave days, regardless of the salary fund source within this class. Full-time faculty are entitled to 22 annual leave days during the calendar year, which accrue at a rate of 1.83 days per month. For faculty members whose permanent appointments are between 50% and full-time, the accrual rate is proportionate to their percentage of full-time service. Unless otherwise designated at the time of appointment, faculty members are expected to use their annual leave during the calendar year in which it is earned, and within their appointment during the appointment period. The days of annual leave can be forward funded within the calendar year, permitting, for example, twelve-month faculty who have teaching duties to take up to 22 days of annual leave in the summer.

- Faculty with administrative responsibilities must insure these responsibilities will be met during all periods of annual leave usage. Twelve-month faculty members in this situation will notify the dean or other appropriate supervisory officer in writing of the time they wish to take annual leave and the manner in which the duties of their position will be covered during their absence. Such notification will suffice for the concurrence required in the Regent’s Policy.

- Unused annual leave accrued by faculty librarians, department chairs, and faculty members with twelve-month administrative appointments shall carry over into the next calendar year both while the faculty member serves in such a position and after stepping down. Other faculty members may request carryover of unused annual leave, according to the procedures specified below, unless their appointment letter stipulates otherwise. A request to carry over unused annual leave from one calendar year to another must be made in writing through the department chair if appropriate, and to the respective dean, not less than three (3) months prior to the end of the calendar year in which the leave was earned. Such a request must be accompanied by adequate justification and an indication of when the carry-over leave will be taken, and it must specify the number of unused days to be carried forward. Permission to carry over unused annual leave will be granted on a case by case basis only in extraordinary circumstances. Time records must be available to verify leave earnings and usage. Documentation must also be available to verify circumstances which may have caused annual leave to be unused. The maximum leave that may be carried forward into a new calendar year is 50 days.
Effects of this amendment on leave carryover are illustrated below

<table>
<thead>
<tr>
<th>Automatic carryover</th>
<th>Need to request carryover</th>
</tr>
</thead>
<tbody>
<tr>
<td>Librarians</td>
<td>Clinical faculty</td>
</tr>
<tr>
<td>Department Chairs</td>
<td>12-Month Faculty members at Shady Grove</td>
</tr>
<tr>
<td>Academic Program Directors (GPDs, Honors</td>
<td>Research faculty (nearly all externally funded)</td>
</tr>
<tr>
<td>College, Gender &amp; Women's Studies, Shady Grove</td>
<td>Faculty Research Assistants</td>
</tr>
<tr>
<td>programs, etc.)</td>
<td>Research Associates</td>
</tr>
<tr>
<td>Center Directors, Associate Directors</td>
<td>Research Scientists</td>
</tr>
<tr>
<td>Research Centers (GEST, JCET, etc.)</td>
<td>Research Professors</td>
</tr>
<tr>
<td>Academic Centers (Humanities, IRC, etc.)</td>
<td>Research Scholars</td>
</tr>
<tr>
<td>Directors of Scholars' Programs</td>
<td>Sponsored Research Appointments</td>
</tr>
<tr>
<td>Faculty members who have stepped down from</td>
<td></td>
</tr>
<tr>
<td>administrative appointments</td>
<td></td>
</tr>
</tbody>
</table>

- Faculty members who have unused accumulated annual leave at the time of permanent separation from the University System may be paid the pro rata salary equal to the unused leave days. The payment would be for the leave earned but not used during the current calendar year (unless an exception had been approved under the procedure outlined in above, in which case payment would also be made for approved carryover accumulated leave). Duty records documenting unused leave, and written approval in accordance with the policy above, if applicable, must be available for audit in the faculty member's academic department at the time of separation in order to qualify for payment.
FAMILY AND MEDICAL LEAVE

(SEE BOR II-2.31 FOR FULL POLICY)

- The purpose of this policy is to implement the Family and Medical Leave Act of 1993 (FMLA), P.L. 103-3 ("...allows employees to balance their work and family life by taking reasonable unpaid leave for certain family and medical reasons").

- This policy applies to all eligible faculty of the University System of Maryland (USM) who are covered by the provisions of USM BOR Policy II-1.00 on Appointment, Rank, and Tenure of Faculty. Under certain circumstances it is the policy of the USM to provide a faculty member with up to a maximum of twelve (12) weeks of unpaid leave during a twelve (12) month period for certain family and certain serious health condition reasons.

The following terms and definitions shall apply for purposes of this policy:

1. Accrued Leave: Earned and unused annual, holiday, sick, and personal leave.

2. Alternative Position: A position to which a faculty member may be temporarily reassigned during a period of intermittent F&M leave and/or reduced schedule. The alternative position shall have the same benefits and pay as the position from which the faculty member was reassigned.

3. Care: "to take care of" or "to care for". The term care is intended to be read broadly to include both physical and psychological care. The language applies to the period of inpatient care and home care as well.

4. Child: A person who is the son or daughter of a faculty member and who is under eighteen (18) years of age; or, eighteen (18) years of age or older and incapable of self-care because of a mental or physical disability during the period of the serious illness. The son(s) and/or daughter(s) may be the biological, adopted, step or foster child(ren) of the faculty member. A child is also someone who is the legal ward of the faculty member or someone for whom the faculty member has provided sufficient, notarized affidavit(s) and proof of financial dependence that he/she is standing in loco parentis.

5. Faculty Member: An employee who is covered under the provisions of USM BOR Policy II-1.00 on Appointment, Rank, and Tenure of Faculty and (1) whose date of hire is 12 months prior to the date of the requested leave, and (2) whose employment during the twelve months preceding the leave request was at least 50 percent or greater of full-time under a 9.5 month or longer contract, or who has been employed for at least twelve month(s) (which need not be consecutive) and has worked at least 1,040 hours during the twelve months preceding the leave request.

6. Equivalent Position: A position at the institution to which a faculty member shall be restored upon the completion of the F&M leave. The equivalent position shall have the same benefits, pay, and other terms and conditions of employment as the position from which the faculty member took leave.
7. Health Care Providers: Are doctors of medicine or osteopathy, podiatrists, dentists, clinical psychologists, optometrists, chiropractors (limited to treatment consisting of manual manipulation of the spine to correct a subluxation as demonstrated by x-ray to exist), nurse practitioners and nurse midwives, as authorized to practice by the State of Maryland; and Christian Science Practitioners listed with the First Church of Christ Scientist in Boston.

8. Immediate Family Member: Is the faculty member's parent(s), spouse, or child(ren), or legal wards.

9. In Loco Parentis: "In the place of a parent; instead of a parent; charged, factitiously, with a parent's rights, duties and responsibilities." Any eligible faculty member claiming an in loco parentis relationship with a child, or any eligible faculty member claiming to be the child of an in loco parentis relationship may be requested to provide documentation of such relationship.

10. Institution: Is the employing USM institution -- the USM institution from which the faculty member is taking leave.

11. Parent: Is the faculty member's biological, adoptive, step or foster mother or father, or someone who stood in loco parentis to the faculty member when the faculty member was a child.

12. Restoration: As used within the FMLA and used within this policy, restoration is an institutional guarantee that at the conclusion of the F&M leave the faculty member will be returned either to the same position from which he/she took leave, or to an equivalent faculty position.

13. Serious Health Condition: Is an illness, injury, impairment, or physical or mental condition that involves inpatient care in a hospital, hospice, or residential medical care facility, or home care, or continuing treatment by a health care provider. A serious health condition is also intended to cover conditions or illnesses that affect the faculty member's health or the health of the faculty member's immediate family to the extent that the family member is in the hospital or other health care facility or at home and unable to care for his/her own basic hygienic or nutritional needs or safety such that the faculty member must be absent from work on a regular and recurring basis for more than a few days for treatment or recovery. With respect to the faculty member, a serious health condition means that the faculty member must be incapacitated from performing the essential functions of his/her position.

- Examples of serious health conditions applicable to the faculty member or the faculty member's immediate family member include, but are not limited to: heart conditions requiring heart bypass or valve operations; most types of cancer; back conditions requiring extensive therapy or surgical procedures; severe respiratory conditions; appendicitis; emphysema; spinal injuries; pneumonia; severe arthritis; severe nervous disorders; injuries caused by serious accidents; ongoing pregnancy, miscarriages, complications or illnesses related to pregnancy, such as severe morning sickness, the need for prenatal care, childbirth, and recovery from childbirth. Additional examples are a faculty member or immediate family member whose daily living activities are impaired by such conditions as Alzheimer's disease, stroke, or clinical depression, who is recovering from major surgery, or who is in the final stages of a terminal illness.

Spouse is the person to whom the faculty member is legally married--a husband or a wife.
Reasons for Leave

- A faculty member is entitled to take F&M leave for the following reasons:
  1. the birth of the faculty member's child,
  2. the placement of a child with the faculty member for adoption or foster care,
  3. the need to take care of the faculty member's child within a twelve (12) month period from birth or placement,
  4. the need to take care of the faculty member's immediate family member who has a serious health condition, and
  5. the serious health condition of the faculty member.

- F&M leave is not intended to cover minor illnesses that last only a few days and short term medical and/or surgical procedures that typically do not involve hospitalization require only a brief recovery period such as those that are normally handled through non-creditable and earned sick leave. (See USM BOR II-2.30).

- Additionally, requests for leave to take care of the employee's school-age child under the age of fourteen (14) during school vacations may be granted to the extent that the leave does not create a hardship with respect to the operational needs and work schedules of the applicable institutional unit.

F&M Leave Entitlement

- A faculty member is entitled to a maximum of twelve (12) workweeks (60 days) of F&M leave within a calendar year. F&M leave can be taken continuously or, under certain circumstances, on a reduced F&M leave schedule, or intermittently over the course of a calendar year. F&M leave entitlement shall not be carried over from calendar year to calendar year.

- The actual F&M leave entitlement shall be integrated with the amount of other leave taken for F&M-related reasons during the calendar year within which the F&M leave is to begin.

- A faculty member who regularly works full time is entitled to a maximum of twelve (12) work weeks (60 days) of F&M leave per calendar year. A faculty member who works less than full time is entitled to a pro rata share of the twelve (12) week/sixty (60) day maximum.

- The spouse of a faculty member employed by the USM shall be entitled to a separate, individual, maximum family and medical leave eligibility amount. The amount of leave for which one spouse may be eligible, or the amount of leave used by one spouse shall not limit or enhance the leave amount or the leave usage of the other spouse. Spouses shall be entitled to take leave simultaneously or in succession and in any portion of their respective individual maximum for reasons of a serious health condition of the faculty member and for the serious health condition of the faculty member's immediate family members. Requests for simultaneous F&M leave by spouses employed by the same institutional unit may be granted for reasons of child birth, placement with the faculty member of a child for adoption or foster care, or care for a newborn child, to the extent that simultaneous leaves do not substantially disrupt the academic program or unit of which the faculty members are a part.
Integration of Other Leave Taken with F&M Leave Entitlement

Actual F&M leave entitlement shall be based on the faculty member's use of other leave during the calendar year within which the F&M leave begins. The faculty member's use of the following types of leave shall be deducted from the actual F&M leave entitlement:

1. Any prior F&M leave taken within the applicable year, including accrued paid leave and noncreditable leave substituted for F&M leave
2. Accident leave used within the applicable year
3. Any type of unpaid leave for reasons related to family and medical circumstances taken within the applicable year.

Compensation During Leave

F&M leave is an unpaid leave. However, based upon either the election of the faculty member or the requirement of the Chief Executive Officer or designee and in accordance with USM's and the institution's existing leave procedures, accrued paid leave and non-creditable leave used for purposes that qualify under FMLA shall be substituted for all or any part of the F&M leave.

Notice of F&M Leave

Regardless of the reason for the F&M leave a faculty member shall give at least thirty (30) calendar days notice and provide the appropriate medical certification or legal certification of adoption or foster child placement, before taking a F&M leave. When the need for leave is not foreseeable, a faculty member shall give notice as soon as practicable but no less than two (2) working days of learning of the need for leave. If this is not possible due to a medical emergency, then the faculty member or the faculty member's designee shall give written notice and provide the appropriate certification as soon as practicable.

Medical Certification

- For leaves related to serious health conditions and to childbirth, the faculty member shall provide medical certification(s) from the faculty member's or family member's health care provider. The faculty member shall have fifteen (15) calendar days to obtain the medical certification unless not practicable to do so despite the faculty member's diligent good faith efforts. Such certification shall include but not be limited to:
  1. A statement of medical facts meeting the criteria for "serious health condition,"
  2. Date condition commenced,
  3. Regimen of treatment to be prescribed,
  4. The duration of absence from work,
5. In the case of the faculty member's serious health condition, certification that the faculty member is unable to perform the essential functions of his/her position and prognosis of the faculty member's ability to return to his/her position, in the case of the faculty member's need to care for a seriously ill family member, certification of the necessity for and duration of the faculty member's presence; of the requirements of inpatient care; and of assistance for basic needs, safety and transportation,

6. Title and original signature of an accredited, licensed or certified medical provider.

- The Chief Executive Officer or designee may require a second medical opinion at the institution's expense. In the case of conflicting opinions, the opinion of a third health care provider, agreed upon by both faculty member and the Chief Executive Officer or designee and obtained at the institution's expense, shall be final. The second and third opinions shall not be provided by individuals who are employed on a regular basis by the institution.

- The Chief Executive Officer or designee may require reasonable recertification as the F&M leave continues, and may require a faculty member to provide periodic progress reports as to the serious health condition for which he/she is taking leave and the faculty member’s ability to return to work at the end of the leave. Recertification shall not be requested more often than every thirty (30) calendar days unless the faculty member requests an extension of F&M leave, changed circumstances occur during the illness or injury, or the institution receives information that casts doubt upon the continuing validity of the most recent certification.

- Consistent with FMLA and other applicable laws, all medical-related documentation will be kept confidential and maintained in a file separate from the faculty official institutional personnel file.

**Intermittent or Reduced Leave**

- In the case of a documented medical necessity, a faculty member shall be entitled to intermittent leave and/or a reduced schedule that reduces regular hours per workday or workweek for purposes of the faculty member's or the immediate family member's serious health condition. The faculty member shall attempt to schedule intermittent leave or leave on a reduced schedule so as not to substantially disrupt the academic program or unit of which the faculty member is a part.

- A faculty member may be granted leave that reduces regular hours per workday or workweek for reasons of childbirth, placement with the faculty member of a child for adoption or foster care, or care for a newborn child to the extent that the intermittent or reduced leave does not represent an undue hardship on the academic program or unit of which the faculty member is a part.

- The Chief Executive Officer or designee may temporarily reassign a faculty member on intermittent or reduced F&M leave to an alternative position that better accommodates reduced or intermittent periods of leave.
Scheduling of Treatment In Instances of Serious Health Conditions

- In instances of the serious health condition of a family member or of the faculty member himself or herself, and in keeping with the requirements of the appropriate health care provider, the faculty member shall make reasonable efforts to schedule any medical treatments so as not to substantially disrupt the academic program or unit of which the faculty member is a part.

- During the course of the treatment and as the Chief Executive Officer or designee deem appropriate, the faculty member may be requested to provide certification from the appropriate health care provider of the unavailability of treatment during non-work time, or at times that are less disruptive to the academic program or unit of which the faculty member is a part.

Providing Information About F&M Leave

Regardless of the reason for the leave, a faculty member shall provide complete, accurate and timely information related to a request for, continuation of, modification(s) to, and return from a F&M leave.

Early Return from Leave

A faculty member interested in returning to work from a F&M leave prior to the agreed upon end of the leave date shall provide the Chief Executive Officer or designee with a written request at least seven (7) calendar days prior to the date on which the faculty member is interested in returning. The Chief Executive Officer or designee shall make a good faith effort to restore the faculty member to his/her former or an equivalent position as soon as possible but no later than thirty (30) calendar days after receipt of the request.

Extensions of Leave

A faculty member may extend the date of return from a F&M leave to the extent that they have F&M leave entitlement available. A request for an extension of F&M leave shall be considered under this policy as if it was an initial request.

Failure to Return from Leave

- A faculty member who will not be returning to the institution at the conclusion of a leave shall so notify the Chief Executive Officer or designee in writing as soon as practicable. The Chief Executive Officer or designee may request certification of reasons for the faculty member's failure to return to work. In the absence of written notification, failure to return from leave shall be interpreted as a resignation.

- If applicable, any benefit entitlement based upon length of service shall be calculated as of the faculty member's last paid day.

- Employer costs of any payments made to maintain the faculty member's benefit coverage when on unpaid F&M leave shall be recovered if a faculty member fails to return to work.

Abuse of F&M Leave

The Chief Executive Officer or designee shall review, investigate and resolve suspected cases of bad faith, fraud or abuse of the F&M leave program. Cases of bad faith, falsification of documents, or fraudulent information related to the F&M leave provided to the institution, or other abuses of the F&M leave program, may result in but are not limited to: revocation of the leave, refusal to restore, recovery of institutional costs for paid-time leave and insurance benefits premiums, and disciplinary action up to and including termination.
Implementation Procedures

Each Chief Executive Officer shall identify his/her designee(s), if appropriate, for this policy; shall develop procedures as necessary, for the posting, record-keeping and implementation of this policy; shall communicate this policy and applicable procedures to faculty members of his/her USM institution; and shall forward a copy of such designations and implementation procedures to the Chancellor.

UMBC Policy on Family and Medical Leave for Faculty

(Approved by the Faculty Senate)

- The purpose of the **UMBC Policy on Family and Medical Leave for Faculty** is to provide principles and procedures for granting, recording, and reporting of leave for family and medical reasons. It also provides guidelines for broader accommodation of faculty members’ family and medical needs, while remaining consistent with Board of Regents Policies II-2.31 and II-2.30. Such principles are outlined below:

  1. UMBC is committed to providing a workplace that accommodates faculty members’ needs to provide care for themselves and for their family members, recognizing that families take diverse forms.

  2. The President and Provost shall support Deans and Department Chairs in fostering a departmental climate that is free of prejudice and discrimination against faculty members who are pregnant, who have family responsibilities, or who take family or medical leave.

  3. The President and Provost are committed to working cooperatively with the Deans to provide appropriate support to Department Chairs as they assist faculty members in meeting their family responsibilities.

  4. The Deans and their staff will be available as resources to both chairs and individual faculty in the planning and implementation of balancing professional responsibilities with family and medical needs.

  5. Department Chairs are responsible for implementing Board of Regents’ and UMBC policies in cooperation with faculty members, the Deans, and other university administrators.

  6. Department Chairs have an obligation to meet the needs of students by ensuring that an appropriate curriculum is delivered with in their discipline and that courses are taught by qualified faculty members.

- This policy applies to all UMBC faculty who are covered by the provisions of Board of Regents.

- BOR Policies and Procedures II-2.30, **Policy on Accident Leave and Creditable and Non-creditable Sick Leave for Faculty Members**, provides an informal system of colleague-substitution for short-term incapacity of instructional faculty and a basis for determining eligibility of faculty members to receive salary payments during extended periods of incapacity for reasons of illness, injury, or childbirth. Moreover, BOR VII-7.45, **Policy on Sick Leave**, which governs the accrual and use of sick leave, applies to all regular Nonexempt and Exempt employees of the University System of Maryland, including faculty.
In addition to providing for family-related leave, federal law also prohibits discrimination on the basis of pregnancy, childbirth, or related medical conditions. The *Pregnancy Discrimination Act* is an amendment to *Title VII of the Civil Rights Act of 1964*, which requires that women affected by pregnancy or related conditions must be treated in the same manner as other applicants or employees with similar abilities or limitations. Hiring, pregnancy and maternity leave, health insurance, and fringe benefits are addressed under this act.

BOR Policy II-1.00, *University System Policy on Appointment, Rank, and Tenure of Faculty*. Provisions of the Board of Regents Policy II-2.31, *Policy on Family and Medical Leave for Faculty*, limit entitlement to family and medical leave to faculty (1) whose date of hire is 12 months prior to the date of the requested leave, and (2) whose employment during the twelve months preceding the leave request was at least 50 percent or greater of full-time under a 920 month or longer contract, or who has been employed for at least twelve months (which need not be consecutive) and has worked at least 1,040 hours during the twelve months preceding the leave request.

Consistent with the principles listed previously, UMBC will strive to accommodate the family and medical needs of all faculty members governed by Board of Regents Policy II-1.00, regardless of their date of hire and hours previously worked, through workload reallocation, collegial support, and/or other paid or unpaid leave options. Such accommodation should adhere to all applicable USM and UMBC policies. For example, accrued leave shall be taken concurrently with family and medical leave.

**Processes and Responsibilities**

- The chair is the primary person at the department level with whom faculty can discuss balancing professional responsibilities with family and medical needs. Consequently, chairs must be knowledgeable about Board of Regents and UMBC policies concerning family and medical leave and sick leave (including creditable and non-creditable sick leave), and should make this information available to their faculty.

- It is important for chairs to be prepared and willing to discuss issues related to professional development, professional responsibilities, and family/medical needs with individual faculty, if approached.

- Faculty members should discuss family and medical issues with their Department Chairs as far in advance of taking family and medical leave as feasible.

- Department Chairs are responsible for maintaining faculty timekeeping records and determining the amount of accrued leave available for each faculty member.

- Department Chairs may adjust faculty members’ responsibilities, consistent with UMBC and departmental workload policies, to accommodate family and medical needs without necessitating the use of sick leave or family and medical leave. Such accommodations include, but are not limited to, redistribution of responsibilities over the academic year, redistribution of responsibilities within the workweek, and reduction in teaching responsibilities relative to other duties.

- In the absence of sufficient accrued leave, the department chair, in consultation with the faculty member, shall explore other paid and unpaid leave options.

- Family and medical leave may be taken on an intermittent basis, in units of not less than one day, consistent with faculty timekeeping policies and procedures.

- If a Department Chair is not responsive to exploring alternative options for paid and unpaid family or medical leave, the Dean shall be responsible for reviewing the situation and recommending alternatives.
JURY SERVICE

(SEE BOR II-2.50 FOR FULL POLICY)

- The purpose of this policy is to establish for faculty members at UMS institutions a leave category called Jury Service which permits absence from duty without loss of any pay or charge to personal or accrued annual leave.

- A faculty member who is selected for jury duty shall notify the appropriate academic administrator of this selection without delay. The faculty member shall be permitted to be absent without loss of pay or charge to any leave for the day(s) of jury service. Upon request, the employee shall be responsible for providing documentation which verifies attendance. If, after reporting for jury duty, it is determined that the individual's services are not required and the individual is dismissed for the day, then the individual, time permitting, is required to return to the job.

MILITARY LEAVE

A faculty member who is a member of the National Guard or a federal armed forces service unit shall be entitled to leave of absence for military training for a period of not more than fifteen (working) days annually without loss of pay or charge against any leave. Rights of faculty to military leave are governed by Article 65 of the Annotated Code of Maryland.

HOLIDAYS

Legal holidays are established by the Governor and the Legislature. Each year the Chancellor of the University schedules the observance of selected holidays on days other than the date of occurrence when, in his or her judgement, such reordering of the observance of holidays is in the best interest of the University. Thus, classes are often held and vital non-academic work functions continue on some of these holidays, which are then observed on other dates.
**FOR NONEXEMPT REGULAR EMPLOYEES ONLY**

POLICIES & PROCEDURES PER MOU FOR COLLECTIVE BARGAINING:

*Please note that the information specified below apply only to nonexempt employees in Collective Bargaining.*

**ARTICLE 6 – WORK SCHEDULES AND BREAKS**

**Section 1. Workweek.**

The standard workweek for full-time employees consists of five (5) consecutive days with eight (8) hours per day. The starting and ending times shall remain consistent throughout the workweek unless overtime, flextime, or any other schedule has been agreed upon between the employee and his/her supervisor or in the event that operational needs require changes. In the case of such changes in the starting and ending times, the employee will be given as much notice as is possible. Changes in the regular scheduled starting and ending time for employees shall be communicated to the employee in writing two (2) weeks prior to the changes in such times becoming effective. Except in circumstances beyond the control of the Employer a shorter notice may be permitted, but in no event less than two (2) days advance notice. The University shall not initiate changes to an employee’s scheduled workweek for the purpose of avoiding overtime or compensatory time opportunities.

**Section 2. Work Breaks.**

There shall be two (2) paid duty-free rest periods of fifteen (15) minutes each for all full-time assignments. Rest periods shall normally be scheduled towards the mid point of the first and second parts of the daily schedule. Employees working at least four (4) hours but less than six (6) hours shall receive one paid duty-free rest period of fifteen (15) minutes. These rest breaks are the only breaks authorized by the University.

**Section 3. Lunch Break.**

There shall be an unpaid duty-free lunch break of at least thirty (30) minutes for employees working on assignments of six (6) hours or more. Lunch breaks should normally be scheduled at the mid point of the employee’s regular work shift. Bargaining unit employees currently receiving a paid lunch break shall continue to receive this benefit under this MOU.
ARTICLE 7 – OVERTIME

Section 5. Compensatory Time Off.

At the discretion of the employee, overtime work may be compensated in the form of compensatory time off (referred to hereinafter as “comp time”). When such form of compensation is chosen, the employee shall receive compensation in the form of compensatory time off at the rate of one and one-half (1½) hours for every hour of overtime as defined in this MOU in his or her regular workweek. Earned compensatory time off may be used within the ensuing 12-month rolling calendar period, provided that the employee informs his/her supervisor and obtains approval for such time off at least forty-eight (48) hours before using comp time. The supervisor’s decision to approve or reject the employee’s request shall be made and communicated to the employee by no later than the end of the next business day after the employee’s immediate supervisor receives the employee’s request. Supervisory approval shall not be unreasonably denied or delayed. If the employee cannot use or is denied the use of comp time during the 12-month rolling calendar period following its having been earned, the University shall compensate the employee at the overtime rate of pay, or time and one-half (1½) for each overtime hour earned but either not paid or taken in the form of comp time during the previous 12-month rolling calendar period. Up to 240 hours of comp time may be earned and accumulated, and is expected to be taken, in any given calendar year. All hours in excess of the two-hundred and forty (240) hour cap shall be paid at the overtime rate listed herein.

Section 6.a. Advance Notice – Non-Emergencies.

The Employer shall provide notice to employees of scheduled overtime work at least forty-eight (48) hours in advance of such overtime. Refusal of scheduled overtime work by employees on the basis that management did not provide advance notice within the time limits shall not be charged against said employees, and their place on the overtime list shall remain as if no rejection of overtime existed.

Section 6.b. Advance Notice – Emergency Situations Beyond the Control of the Employer.

During the course of an employee’s regularly scheduled shift, emergency situations beyond the control of the Employer may arise which may require overtime to be worked with less than forty-eight (48) hours’ notice. In such situations, notice shall be given to employees as soon as possible.

Section 7. On-Call Duty.

For emergency situations beyond the control of the University, “on call” duty shall be assigned by seniority on a rotating basis from an existing list containing the names of all employees who have been designated for such “on-call” duty.

Employees assigned to on-call duty are required to be accessible if it is necessary for them to return to work. If, during the on-call period, unforeseen circumstances arise whereby the employee cannot be reached or is no longer able to respond, the employee must notify his/her supervisor immediately. The employee shall be removed from on-call status for that day for pay purposes unless he/she had previously responded during that same day.

Designated employees shall normally be assigned to on-call duty for a period of not more than seven (7) consecutive days (including holidays). On-call status may extend to the maximum of twenty-four (24) hours for each day, as determined by each department manager. An employee normally should confirm receiving an on-call page within fifteen (15) minutes from the time paged with a report time within two (2) hours of being paged, unless there are demonstrated reasons why he/she cannot respond within that time. An employee who is
assigned to on-call status and cannot be reached or does not respond within fifteen (15) minutes of being contacted may be subject to disciplinary action and shall be removed from on-call status for that day for pay purposes unless the employee had previously responded during that same day. In instances where designated on-call employees cannot be reached or are unable to respond, the supervising authority may obtain the next senior available qualified substitute from the list of on-call employees.

Employees shall be notified five (5) workdays in advance of their assignment to on-call status. Essential employees will not automatically be assigned to on-call status.

Employees shall be compensated one dollar ($1.00) for every hour in “on-call” status beyond their normal work shift.

Section 8. Call-Back Pay.

On Call employees who are required to return to work or those other employees who are authorized to return to work on a regularly scheduled on-duty day after going off-duty, or who are required to work or are otherwise authorized to work on a regularly scheduled off-duty day, are eligible for call-back compensation. This applies to employees who are called back to work whether or not such employees are in on-call status. The University will not use these call-back pay provisions of the MOU to undermine or circumvent the distribution of overtime or the provisions governing placement of employees on the overtime list, as prescribed in Article 7, Section 2 of this MOU.

Employees called back to work shall be credited with a minimum of three (3) hours of overtime, even if the time spent on duty is less than three (3) hours. This circumstance does not apply to employees who may be working overtime as a continuation of his/her normal hourly schedule.

Normally, travel between home and work is not work time. However, where employees have gone home after completing a day’s work or are on a scheduled off-duty day and are subsequently required to return to their normal place of work or any other location in order to perform a necessary task, travel time is included as work time. Additionally, such hours spent in travel shall be considered as hours worked and counted towards the accumulation of overtime hours and any minimum guarantees listed herein.
ARTICLE 10 – UNION LEAVE

A. AFSCME may request that bargaining unit employees be released from their normal duties for the purpose of participating in approved Union activities.

B. The total amount of Union leave granted at any institution during a fiscal year may not exceed one day for every 30 of its bargaining unit employees of that institution as of July 1 of the current fiscal year, provided that a minimum of seven (7) days Union leave will be granted by the University/College each fiscal year covered by this MOU. No employee outside of the bargaining unit will be counted in the leave calculation under this Article.

C. All requests for Union leave shall be submitted to the institution Director of Human Resources/Personnel in writing by Council 92 15 working days in advance of the day on which the leave is to begin and shall include:
   1. A general description of the activity and its purpose;
   2. The date and location of the activity;
   3. The name(s) of the employee(s) for whom Union leave is being requested.

   Where the leave request is for 8 hours or less, the minimum notice required is 7 working days.

D. After verifying the validity of the request with a staff Union representative and the accuracy of the time being requested, the institution Director of Human Resources/Personnel may approve Union leave if the employee’s services can be spared without impairing the services of the department(s) involved and Union leave is available pursuant to Section B of this Article. Approval of leave under this section shall not be unreasonably denied.

E. If the employee organization needs to substitute an employee or employees for those previously granted Union leave, or substitute new dates, such requests will be submitted as soon as possible to the institution Director of Human Resources/Personnel for approval. Such substitutions may be approved if the substitution will not impair the services of the unit. Approval of substitutions or dates shall not be unreasonably denied.
ARTICLE 11 – LEAVES

Section 1. Annual Leave. (USM Policy VII-7.00)

Annual Leave for employees covered by this MOU is governed by USM Policy on Annual Leave (VII-7.00 approved by the Board of Regents April 25, 1991) and is subject to all the terms and conditions set forth therein with the following modification:

Annual leave for full-time employees in the bargaining unit will be earned according to the following schedule. (Part-time employees in the bargaining unit working 50% or more will earn annual leave on a pro-rated basis.)

From 0 to 6 months: Leave is earned but cannot be used until the employee completes six months.
Beginning with the 7th month through the completion of the 4th year: 10 days
Beginning with the 5th year through the completion of the 10th year: 15 days
Beginning with the 11th year through the completion of the 20th year: 20 days
Beginning with the 21st year and thereafter: 25 days

Section 2. Personal Leave. (USM Policy VII-7.10)

Personal Leave for employees covered by this MOU is governed by USM Policy on Personal Leave (VII – 7.10 – approved by the Board of Regents, December 3, 1999). Full-time employees shall receive three days (not to exceed 24 hours) of personal leave in each calendar year. Part-time employees working 50% or more shall receive personal leave on a pro-rated basis.

Personal leave must be used by the end of the first pay period which ends in the new calendar year. Any personal leave that is unused as of that time shall be forfeited by the employee and shall be contributed to the USM Leave Reserve Fund in accordance with the then current USM Policy on Leave Reserve Fund. No employee shall be paid for unused personal leave.

The use of personal leave shall require prior notification to employee’s supervisor.

Section 3. Leave Reserve Fund. (USM Policy VII – 7.11)

Leave Reserve Fund for employees covered by this MOU is governed by USM Policy on Leave Reserve Fund (VII - 7.11 – approved by the Board of Regents, April 25, 1991; Amended December 6, 2002; Amended January 1, 2003) and is subject to all the terms and conditions set forth therein with the following clarification:

Section III C. should read as follows

_used all available sick leave, advanced sick leave, extended sick leave, annual leave, personal leave, and compensatory leave; and_

Personal leave unused by an employee shall be remitted to the Leave Reserve Fund available for University/College employees. The Leave Reserve Fund provides paid leave to full time and part-time employees who become temporarily medically disabled. A person authorized to act on the employee’s behalf may make the leave request on behalf of the employee when the employee is unable to do so. A request for leave under the Leave Reserve Fund shall be submitted directly to the Department of Human Resources/Personnel Department.
Section 4. Family and Medical Leave ("FMLA" Leave). (USM Policy VII – 7.50)

Family and Medical Leave for employees covered by this MOU is governed by USM Policy VII-7.50 (Approved by the Board of Regents, August 27, 1993) and is subject to all terms and conditions set forth therein with the following modification:

The University/College may implement Family and Medical Leave on a calendar year basis.

This type of leave is based on federal law as described in the Family and Medical Leave Act of 1993 (FMLA). The University/College shall make FMLA leave available to employees in accordance with the FMLA and USM policies.

FMLA leave is not a separate form of accrued leave like sick or annual leave. FMLA leave allows a qualifying employee to take employment-protected leave (by first using available sick and annual leave and then unpaid leave) for up to twelve (12) weeks for any of the following reasons.

1) To care for the employee’s child after birth, or placement for adoption or foster care;
2) To care for the employee’s spouse, son, daughter, or parent who has a serious health condition;
3) For a serious health condition of the employee, including pregnancy and recovery time, that renders an employee unable to perform his or her job; or

To qualify for FMLA Leave:

1) The employee must have worked for the University for at least twelve months, and
2) The employee must have worked at least 1040 hours in the 12 months immediately preceding the date the leave is to commence.

In addition to USM Policy VII-7.50, the Sick Leave Article contains specific provisions dealing with Family and Medical Leave.

Section 5. Jury Service and for Legal Actions Leave. (USM Policies VII-7.21 and VII-7.22)

Jury service and legal actions leave for employees covered by this MOU is governed by USM Policy on Jury Service (VII-7.21 Policy on Jury Service approved by the Board of Regents, February 28, 1992; Amended May 7, 1993) and USM Policy on Leave for Legal Actions (VII-7.22 approved by the Board of Regents, February 28, 1992) and is subject to all the terms and conditions set forth therein with the following modification to USM Policy VII-7.21:

Employees who are dismissed from jury duty will be expected to return to work for the balance of their scheduled workday if the amount of time left in the employee’s work day exceeds three (3) hours.


Employees may be granted educational or professional leave for up to two years pursuant to USM Policy VII-7.12 Leave of Absence Without Pay, subject to all of the terms and conditions therein.

Section 7. Administrative Leave. (USM Policy VII-7.20)

Administrative Leave for employees covered by this MOU is governed by USM Policy on Administrative Leave (VII-7.20, approved by the Board of Regents February 28, 1992)
Administrative Leave may be granted when emergency conditions exist. The institution Chief Executive Officer (CEO) may approve a request for administrative leave or may require an employee to take administrative leave for any purpose considered to be in the best interests of the institution.

Section 8. Military Leave With Pay. (USM Policy VII-7.23)

Military Leave for employees covered by this MOU is governed by USM Policy on Military Leave VII-7.23 (approved by the Board of Regents, February 28, 1992; amended December 6, 2002; Amended October 17, 2003) and is subject to all the terms and conditions set forth therein.

An employee is entitled to Military Training Leave with pay for military training purposes for a period of not more than fifteen (15) workdays (pro-rated for part time employees) in any calendar year. Military Training Leave applies to employees who are members of the organized militia or the Army, Navy, Air Force, Marines or Coast Guard Reserves.

Section 9. Call-Up to Active Military Duty During a National or International Crisis or Conflict. (USM Policy VII-7.24)

Military leave for call up to Active Duty during a national or international crisis or conflict for employees covered by this MOU is governed by USM Policy VII – 7.24 (Approved by the Board of Regents, October 5, 2001; Amended, December 6, 2002; amended October 17, 2003) and is subject to all the terms and conditions set forth therein.

Section 10. Leave of Absence Without Pay. (USM Policy VII-7.12)

Leave of Absence Without Pay for employees covered by this MOU is governed by USM Policy on Leave of Absence Without Pay (VII-7.12 approved by the Board of Regents, May 1, 1992; Amended November 12, 1993) and is subject to all the terms and conditions set forth therein.

Employees may request full or partial leave without pay for a two-year (24 month) period in accordance with the provisions of the USM Policy VII – 7.12 Approval of unpaid leave will be at the discretion of the University/College President or designee. No employee shall be denied unpaid leave unreasonably.

Section 11. Leave for Disaster Service. (USM Policy VII-7.26)

Disaster Service Leave for employees covered by this MOU is governed by Policy VII-7.26 (Approved by the Board of Regents on October 11, 2002) and is subject to all terms and conditions set forth therein.

Section 12. Accident Leave. (USM Policy VII-7.40)

Accident Leave for employees covered by this MOU is governed by Policy VII-7.40 (Approved by the Board of Regents, May 1, 1992; Amended November12, 1993; Amended December 13, 1996) and is subject to all terms and conditions set forth therein.
ARTICLE 12 – SICK LEAVE

Section 1. Purpose and Applicability.

This Article governs the accrual and use of sick leave for all employees covered by this MOU. When a provision of this Article provides an employee with the eligibility to use sick leave that is also covered by the FMLA, the sick leave and the leave under the FMLA run concurrently. Also, employees must use their accrued sick leave in accordance with the specific provisions of this Article and exhaust all accrued annual leave and personal leave prior to using unpaid FMLA leave.

Section 2. General.

A. Sick leave is paid leave granted to employees in an effort to provide some protection against the loss of earnings due to absences for health reasons.

B. A full-time employee shall earn sick leave at the rate of 15 workdays per year. Employees who are appointed at least 50% time shall earn sick leave on a pro rata basis. Sick leave is accumulated and carried forward from year to year without limit.

C. An employee may request that his/her illness, injury, or disability occurring during a period of annual or personal leave be charged to sick leave. Verification of such illness, injury, or disability may be required by the Department of Human Resources as provided in Section 4 of this Article.

D. An employee may use on a continuous basis, subject to the terms and conditions of this MOU dealing with such leaves, earned leave (sick, annual and personal leave), advanced sick leave, extended sick leave, leave granted through the leave reserve fund, or unpaid family medical leave, as needed for personal illness.

E. Earned sick leave is granted by the Department Head or designee (normally the immediate supervisor) pursuant to the terms and conditions of this Article when an employee is absent because of:

   1. Illness, injury, or disability of the employee.

   2. A pre-scheduled medical appointment, examination, or treatment for the employee with an accredited, licensed or certified medical provider listed in Section 4.F. of this Article that cannot be scheduled during non-work hours. Employees will provide three (3) working days’ advance notice if possible, but in no event less than one day’s advance notice. Employees shall make every effort to schedule the appointment either at the beginning or the end of the scheduled workday in order to reduce time away from work. However, the University/College shall not unreasonably deny medical appointments when the time available overlaps with the employee’s regular work hours.

   3. Illness or injury in the employee's immediate family and medical appointments, examinations or treatments for the immediate family member with an accredited, licensed or certified medical provider listed in Section 4.F. of this Article that cannot be scheduled during non-work hours and are not taken pursuant to Family and Medical Leave Article of this MOU

      a) Immediate family as used in this Section means a spouse, child, step-child, foster child, grandchild, mother, father, mother-in-law, father-in-law, brother, sister, grandparent, or legal dependent of the employee irrespective of residence. Use of sick leave may also be granted to care for any other relative who permanently resides in the employee's household for whom the employee has an obligation to provide
care. The Department of Human Resources may require an employee to provide certification by a medical provider listed in Section 4.F. of this Article to demonstrate this obligation or to authenticate the need for the employee to care for the ill family member. Certification from a medical provider does not need to include information about the specific illness or health condition of the family member or relative.

b) Up to fifteen (15) days of accrued sick leave shall be granted by the Department of Human Resources pursuant to the terms and conditions of this Article during any one (1) calendar year for medical care of a family member when the need for such care is not pursuant to Family and Medical Leave, as defined in Article 11 of this MOU. When the need for such leave is pursuant to Family and Medical Leave, sick leave may be used to the extent it is accrued and available.

4. Death of a relative

a) For the death of a close relative, the Department Head or designee (normally the immediate supervisor) may grant the use of up to five (5) days of accrued leave. If the death of a close relative requires an employee to travel requiring staying away from home overnight, upon request the Department Head or designee (normally the immediate supervisor) may grant the use of up to a maximum of seven (7) days of accrued leave for this purpose.

b) Close relative as used in this Section means a spouse, child, step-child, foster child, mother, father (or someone who took the place of a parent), mother-in-law, father-in-law, grandparent of the employee or spouse, grandchild, son-in-law, daughter-in-law, brother, sister, brother-in-law, sister-in-law, or other relative who permanently resided in the employee's household.

c) The Department Head or designee (normally the immediate supervisor) may grant the use of up to a maximum of one (1) day of sick leave for reasons related to the death of the employee's or his/her spouse's aunt, uncle, niece, or nephew.

5. Integration of Sick Leave and Family and Medical Leave

When an employee requests and is granted leave for reasons defined as “qualifying events” under the Family and Medical Leave Act (FMLA), the employee may use accrued sick leave, to the extent it is available, for any portion of that leave pursuant to the provisions of this MOU on FMLA. In all instances where leave is granted pursuant to the FMLA, employees must exhaust all accrued paid leave, including sick, personal, and annual, prior to moving to unpaid Family and Medical Leave. Advanced sick leave shall only be granted for the illness of the employee. Leaves under FMLA will not be considered when determining if any employee has a satisfactory attendance record.

6. Pregnancy, Childbirth and Adoption

Pregnancy, childbirth and adoption are considered “qualifying events” under the FMLA and as such are governed by #5 above. Advanced sick leave shall only be granted for the portion of leave during which the employee is incapacitated.
Section 3. Directed Use of Sick Leave/Medical Examinations.

A. The Department of Human Resources, in accordance with the provisions of this MOU dealing with Family and Medical Leave, may direct an employee to use accrued sick leave if it believes that an employee is unable to perform the essential responsibilities of his/her position due to illness, injury or disability.

B. While either in active work status or on any type of employee-related sick leave, an employee may be required to undergo a medical examination(s) and evaluation(s), and may be required to provide verification of fitness for duty, as directed by the Department of Human Resources to ascertain whether the employee is able to regularly and routinely perform the responsibilities of his/her position. Such determination will be made in writing by a certified medical provider as defined in Section 4. F of this Article, with a copy provided to the Department of Human Resources and to the employee.

1. If the examination is conducted by a certified medical provider selected by the USM institution, the institution shall bear the costs of such medical examination. The employee may, however, see his/her own physician at the employee's own cost.

2. If the examination(s) reveal(s) that an employee is unable to regularly and routinely perform the responsibilities of his/her position, action may be taken by the Department of Human Resources in accordance with policies on voluntary separation, termination, reasonable accommodation, modified duty or disability retirement, if applicable.

3. In cases where there is a conflict between the evaluation, prognosis, diagnosis or recommendation of the employee's personal health care provider and the certified medical provider selected by the USM institution, the President or designee may choose which health care provider's report to follow or may require subsequent medical examinations and evaluations in deciding what steps should be taken regarding the employee's sick leave status or continued employment. If subsequent medical examinations and evaluations are required, the employee's medical provider and the University's/College's medical provider shall by agreement select the third medical provider who will render an opinion. In the event they are unable to reach agreement on a third medical provider, the third provider will be selected by the University/College. In selecting the third provider, the University/College shall not select a provider that has been under contract, or that at the present time is under contract with the University/College. The decision of the President or designee regarding the employee's fitness for duty will take into account the medical opinions rendered. The decision of the President or designee is final. The expense of obtaining the third medical provider's opinion will be borne by the University/College.

Section 4. Verification of Absences Charged to Sick Leave.

A. In order to verify that the employee's use of sick leave is in accordance with this Section, to assure medical attention for an employee or to prevent the abuse of sick leave usage, the University/College may require an employee to submit verification of the reason for the use of accrued sick leave, advanced or extended sick leave.

B. Verification of Illness for Absences for Five (5) or More Consecutive Days.

The University/College may require an employee to provide an original certificate of illness or disability in cases where an absence is for five (5) or more consecutive workdays. The certificate required by this Section shall be signed by a certified medical provider as defined in Section 4. F. below.
C. Verification of Illness for Absences for Less than Five (5) Consecutive Days.

The University/College may require an employee to submit an original certificate of illness or disability for absences of less than five (5) consecutive days on the following conditions:

1. Where an employee has a consistent pattern within a twelve-month period of maintaining a zero or near zero sick leave balance without documentation of the need for such relatively high utilization.

2. Where an employee has unusual absence patterns such as Monday/Friday, or the day before and/or the day after a holiday.

3. Where an employee has five (5) or more occurrences of undocumented sick leave usage within a twelve (12) month period.

4. Where an employee has three (3) or more occurrences of undocumented sick leave usage of two (2) or more consecutive days in a twelve month period.

D. Procedures for Certification Requirement.

Prior to imposing a requirement on an employee for documentation of sick leave use, under Section C above, the University/College shall orally counsel the employee that future undocumented absences may trigger a requirement for certification of future occurrences of sick leave. If the employee has another undocumented absence after such counseling, the University/College may, subject to the concurrence of the Department of Human Resources, then put the employee on written notice that he/she must certify all sick leave usage for the next six (6) months if the undocumented absence accumulated in accordance with this Section 4. At the conclusion of the six (6) months, the certification requirement will be rescinded provided the employee has complied with the certification requirement and is in compliance with this Article. If the employee has not complied with the certification requirement and is not in compliance with this Article, the requirement shall be extended for six (6) months from the date of the lack of compliance with the requirement. Although a requirement for certification is not a disciplinary action, an employee may grieve allegations of misapplications of this procedure. Failure of the employee to provide certification as described in this Section may subject the employee to disciplinary action.

E. Verification may include but may not be limited to:

1. A written statement from the medical provider (as listed in Section 4.F. of this Article) indicating that the employee is required to be absent from work due to illness;

2. The duration of absence from work;

3. Prognosis of employee's ability to return to work;

4. Title and original signature of an accredited, licensed or certified medical provider; and

5. Any other information necessary to verify that the employee's use of sick leave is in accordance with this Article. Such information does not need to include information about the specific illness or health condition of the employee.
F. Medical verification as outlined in this Article may be obtained from an accredited Christian Sciences practitioner, or from the appropriate of any of the following licensed or certified medical providers:
   1. Physician;
   2. Physical Therapist;
   3. Clinical Psychologist;
   4. Dentist;
   5. Oral Surgeon;
   6. Chiropractor;
   7. Podiatrist;
   8. Certified Nurse Practitioner;
   9. Certified Nurse-Midwife; or
   10. Licensed Certified Social Worker-Clinical

Section 5. Advance Sick Leave for the Employee’s Own Illness.

A. An employee who sustains a temporary, recoverable illness, injury or serious disability may request advance use of sick leave subject to the following four conditions:

   The employee shall:
   1. have completed six months of continuous USM service;
   2. have completed an original probation period, if applicable;
   3. have exhausted all other types of accrued leave; and
   4. has performed at a “meets standards” or better level of performance and has not been placed on a sick leave certification requirement as provided in Section 4 or been disciplined for a sick leave related offense during the past 12 months.

B. Advanced sick leave is not an entitlement. The granting of requests for advanced sick leave is at the discretion of the Department of Human Resources.

C. Advanced sick leave shall not be granted in instances where the illness or injury or disability occurred on the job, and the employee has been granted accident leave or temporary total disability benefits by the Workers’ Compensation Commission.

B. Written requests for advanced sick leave shall be submitted to the Department of Human Resources and shall be supported by written verification by an accredited, licensed, or certified medical provider as outlined in Sections 4.A and 4.F of this Article.

C. Sick leave may be advanced at the rate of fifteen (15) working days per year of service to a maximum of sixty (60) working days in any one calendar year.

F. The use of advanced sick leave constitutes a debt for which payment shall be enforceable upon the employee’s return to work or upon the employee’s separation from employment, whichever is earlier. Upon return to work the minimum rate of payback for advanced sick leave shall be at one-half the rate that sick leave and annual leave is earned. An employee may elect to pay back advanced sick leave by applying any earned leave or by reimbursing the USM with cash.

G. Annual, sick and holiday leave earned, and personal leave credited while on advanced sick leave shall be applied as earned/credited.
H. Additional requests for advanced sick leave will not be granted until all previously granted advanced sick leave has been repaid. The only exception to this provision is in cases where the maximum amount of advanced sick leave had not been requested originally and additional advanced sick leave, consecutive to that already granted, is needed to cover the employee's continued absence arising from the original illness, injury or disability.

I. The Department of Human Resources may refer an employee who is on advanced sick leave as follows:

1. The employee may be referred to a USM institution-named certified medical provider paid for by the institution for periodic examinations to determine the nature and extent of the illness, the employee's progress toward recovery, the length of time necessary for recovery, and an estimated date of return to work.

2. If there is a conflict between the employee’s physician and the USM institution-named physician, the provisions of Section 3.B.3 shall apply.

Section 6. Extended Sick Leave for the Employee's Own Illness.

A. An employee who sustains a temporary, recoverable illness, injury or serious disability may request extended sick leave, subject to the three following conditions:

The employee shall:
1. have been in USM and/or State service for at least five years;
2. have exhausted all types of accrued leave and advanced sick leave; and
3. has performed at a "meets standards" or better level of performance and has not been placed on a sick leave certification requirement as provided in Section 4 or been disciplined for a sick leave related offense during the past 12 months.

B. Extended sick leave is not an entitlement. The granting of requests for extended sick leave shall be at the discretion of the Department of Human Resources.

C. The maximum cumulative total of extended sick leave available to an employee in USM or State service is 12 work months (52 work weeks).

D. Annual, sick and holiday leave earned, and personal leave credited while on extended sick leave shall be applied as earned/credited.

E. Written requests for extended leave shall be submitted to the Department of Human Resources and shall be supported by written verification by an accredited, licensed or certified medical provider as outlined in Sections 4. A and 4.F of this Article.

F. The Department of Human Resources may refer an employee who is on extended sick leave as follows:

1. The employee may be referred to a USM institution-named certified medical provider paid for by the institution for periodic examinations to determine the nature and extent of the illness, the employee’s progress toward recovery, the length of time necessary for recovery, and an estimated date of return to work.

2. If there is a conflict between the employee’s physician and the institution-named physician, the provisions of Section 3.B.3 shall apply.
ARTICLE 13 – PAID HOLIDAYS

Section 1. Recognized Holidays.

All employees in the bargaining unit earn the following recognized paid holidays:

New Year’s Day
Dr. Martin Luther King, Jr.’s Birthday
President’s Day
Memorial Day
Independence Day
Labor Day
Columbus Day
Election Day (General and/or Congressional)
Veterans Day
Thanksgiving Day
Friday after Thanksgiving Day
Christmas Day

In addition, employees shall receive three (3) University holidays to be designated at the discretion of the University. The actual dates of observation for paid holidays and paid University holidays may vary from calendar year to calendar year at the discretion of the University. The current year’s listing of observed dates for holidays may be found on the UMBC Department of Human Resources Website. The Department of Human Resources will also provide copies of the calendar to each department at the beginning of each year of posting.

Part-time employees on at least a fifty (50) percent basis of full-time employment shall earn holiday leave on a prorated basis.

Employees covered by this MOU may also earn any other holiday that is granted by the appropriate governing authority during the term of this MOU, including days declared by the Governor of the State of Maryland as a State holiday.

Section 2. Day of Observance.

When a holiday falls on a Saturday, it is observed the Friday before, and when a holiday falls on a Sunday, it is observed on the following Monday, and those holidays observed on the actual day on which the holiday falls will be observed on that day.

Section 3.a. Holiday Pay.

To be eligible for Holiday Pay, employees must be in a paid employment status on the calendar date of the holiday. To be eligible for Holiday Pay associated with University Holidays, an employee must be in a paid employment status on the calendar date of the holiday regardless of date observed. Employees shall receive a regular day's compensation at their regular hourly rate for every holiday the employee observes.

If an employee is scheduled or is otherwise authorized to work during his or her scheduled holiday, the employee shall have the option of (1) receiving, in addition to his/her Holiday Pay, one and one-half (1-½) times the employee's regular rate of pay for all hours worked on that day; or (2) receiving, in addition to his/her Holiday Pay, compensatory time off for all hours worked equal to the rate of one and one-half (1-½) times for all hours worked on that day.
Section 3.b. Use of Holidays.

Employees are required to use holiday leave within the 12-month period following the date the holiday was observed.

Section 3.c. Holidays for Employees Who Work in 24/7 Operations.

Holidays for employees who work in 24/7 operations are prescheduled based upon the workweek schedule rotation. The University reserves the right to assign holidays in accordance with this schedule rotation and shall make best efforts to grant the employee the day off requested, subject to operational needs. Management will work with 24/7 employees to allow them to take their pre-scheduled holidays; however, due to operational needs, an employee may be required to work on the employee’s prescheduled holiday. When this occurs, the employee will be paid at the applicable rate of pay subject to the provisions of Section 3.a. above.

Section 4. Holiday Termination Payment.

Employees who leave their employment at the University for any reason, are entitled to be paid for any unused holiday leave that has been earned and not used as of the date of separation.