

Leave Request & Reporting of Absences

Human Resources

Purpose

- * To maintain for campus-wide access all known absences and to ensure accurate reporting of leave taken by employees.

Policy

- * Known Medical Leave and all Leave Requests are to be approved and submitted to Human Resources at least two (2) weeks in advance of the scheduled day(s) off.
- * Bereavement and Jury Duty Leave requests are to be submitted to supervisor for approval as soon as known.
- * Exempt employee Medical Leave, due to illness is to be reported with self service Banner within five days of return to work.

Required Tools

- * The following forms can be found at www.ruidoso.enmu.edu under Human Resources
 - * Leave Request Form
 - * Report of Medical Absence (for full-time Faculty)
 - * Link to Self Service Banner
- * Master Staff Calendar maintained by Calendar Administrator (Human Resources and/or the Front Desk)
- * Non-Exempt (Support) Employees -Time Sheet
- * Self Service Banner – Exempt Leave Reporting

Leave Request Form

- * Employee submits to his supervisor a time-off request using the Leave Request Form
- * Supervisor reviews departmental needs and other employee Leave Requests during same time period, ex:
 - * Employee's commitments to committees and/or projects
 - * Availability of back-up to perform key functions during employee's absence
 - * Ability of department to function with multiple staff out of office
- * If the employee's leave request cannot be accommodated, the supervisor must inform the employee within 48 hours.

Leave Request Form, cont.

- * If supervisor determines the employee may be out during the requested time, the supervisor signs and dates the Form where indicated and forwards within 48 hours to HR for posting to the Staff Calendar.
- * HR will post leave requests to the Staff Calendar at least weekly, initial and date the Form to acknowledge said posting and then return the Form to the Supervisor for safekeeping and follow up.

Why are there so many questions on the Leave Request form?

- * Meetings, Trainings, Projects and Committees are all impacted by absences regardless of whether they are college related or personal.
- * The front desk receives visitors and calls on behalf of everyone employed here and spends much of her day attempting to connect the two. It is wasteful of both her time and those waiting to be connected if an employee knows they will be gone.
- * It is important for us to know the difference since an employee on college business can be contacted via phone or email. BUT, an employee on personal leave, should not be contacted unless there is an emergency.

Non Exempt Leave Reporting of Absences

- * With review of employee's timesheet, the supervisor will staple the Form to the Support Employee's timesheet, verifying that the timesheet accurately reflects the time off during the pay period by referencing the Staff Calendar.
- * Any adjustments to the initial request may also be verified by review of the Staff calendar.
- * Signing of the accurate timesheet by both the employee and the supervisor serves as the report of absence for Support Employees.

Exempt Leave Reporting of Absences

- * **Within five (5) days after the leave occurs**, using Self Service Banner Leave Reporting function, staff will enter leave taken and submit for approval.
- * Supervisor, upon receipt of email notification, will review and either approve or return report to employee for correction – until a final approval may be made.

Unscheduled Absences & Late Arrivals for ALL Staff & Faculty

- * In the event of an unexpected/unscheduled absence (calling in sick, inclement weather, etc.), the front desk should be notified by the supervisor so the Staff Calendar may be updated. The person's name and the code "ABS" will be entered.
- * If an employee calls in that s/he will be late, the employee's name and "LATE" will be recorded on the Staff Calendar.
- * Non-Exempt Employees will accurately record the "late" or "absent" time on their timesheet. If a Non-Exempt Employee's timesheet has already been submitted before the unexpected absence, HR should be informed so that an adjustment can be made for payroll.

College Related Business

- * **College-Related Business** – Employee name and destination entered on Staff Calendar by Calendar Administrator
- * Physical Plant staff updates Staff Calendar for vehicle usage with destination and selected vehicle.
- * If employee is not using a college vehicle, the employee must notify the front desk when approval to attend an off-campus event has been given. The staff calendar is updated with the employee's name and destination.