

## Frequently Asked Questions for the New Time Off Policies

- 1. As an administrator, should I become sick and before I obtain approval for short-term disability and family medical leave can I use my sick and/or vacation time in lieu of not being paid?**

*YES, YOU CAN USE YOUR SICK AND/OR VACATION TIME IN LIEU OF NOT GETTING PAID. ONCE YOUR CLAIM IS APPROVED, THE HOURS USED IN EXCESS OF YOUR ELIMINATION PERIOD (THE FIRST FIVE DAYS YOU ARE OUT) WILL BE RESTORED TO THE APPROPRIATE BANK (UNLESS YOU HAVE APPROVED THEIR USE TO DELAY WHEN THE 70% SHORT TERM DISABILITY BENEFIT BEGINS). ALTHOUGH STD/FMLA IS CONCURRENT, A FMLA-ONLY EVENT IS UNPAID TIME, THEREFORE SICK OR VACATION TIME MUST BE USED TO GET TO PAY.*

- 2. If I give less than the required two week notice of resignation, can I still receive pay for unused vacation?**

*THE POLICY CLEARLY STATES THAT A TWO WEEK NOTICE IS REQUIRED TO RECEIVE YOUR PAYOUT IF YOU RESIGN. HOWEVER, IF THERE'S SUFFICIENT REASON FOR LACK OF NOTICE VACATION PAY-OUT MAY BE HONORED. IN SUCH CASES, SUPERVISORS WILL BE INSTRUCTED TO CONSULT WITH HUMAN RESOURCES. NOTE: THE AMOUNT OF VACATION PAYOUT IS BASED ON YEARS OF SERVICE AT THE TIME OF TERMINATION.*

- 3. Will I still receive holiday pay if I use 1 hour of personal business before and/or after the holiday?**

*YES, AS LONG AS YOUR SUPERVISOR APPROVES YOUR TIME. THERE ARE NO LONGER ANY RESTRICTIONS ABOUT USING PAID TIME OFF BEFORE OR AFTER A HOLIDAY.*

- 4. If I work on another campus and have transportation issues, how can I submit my return to work statement to Human Resources?**

*THE HUMAN RESOURCES AND PAYROLL OFFICE WILL ACCEPT A FAXED OR EMAILED COPY AS LONG AS YOU PUT THE ORIGINAL IN THE INTEROFFICE MAIL TO THE HR DEPARTMENT.*

- 5. If my probationary period is extended, will that affect my receipt of sick, personal business and/or vacation time?**

*NO, BUT IT MAY AFFECT WHEN TIME CAN BE USED.*

- 6. Can administrators record partial hours on their timecard for vacation and sick or must they record whole days/eight hour days?**

*ADMINISTRATORS MUST RECORD TIME IN WHOLE DAYS/EIGHT HOUR INCREMENTS, EXCEPT FOR APPROVED FMLA TIME, WHICH CAN BE RECORDED IN AS LITTLE AS QUARTER HOUR INCREMENTS).*

- 7. I just hired two months ago and when I review my accruals on Titan Connect I can see my sick, personal business, and vacation accruals. Can I use them?**

*THE SYSTEM WILL SHOW HOURS IMMEDIATELY UPON HIRE. HOWEVER, AS THE POLICY STATES, YOU CANNOT USE ANY ACCRUALS UNTIL AFTER 90 DAYS OF EMPLOYMENT. THE ONLY EXCEPTION IS THAT IF, AS A NEWLY HIRED EMPLOYEE, YOUR PROBATION IS EXTENDED DUE TO UNSATISFACTORY PERFORMANCE.*

- 8. How is the prorated time based on seniority date calculated in the first fiscal year of hire?**

*AFTER 90 DAYS, YOU WILL RECEIVE AN ALLOCATION OF TIME TO CARRY YOU OVER UNTIL THE NEXT JANUARY 1 OR JULY 1. THE ALLOCATION WILL BE FOR EACH MONTH WHERE YOU WERE EMPLOYED FOR MORE THAN HALF THE MONTH. THE PRORATION WILL TAKE INTO ACCOUNT HOW MANY MONTHS YOU ARE SCHEDULED TO WORK DURING THE FISCAL YEAR YOU HIRED INTO, AND HOW MANY OF THOSE MONTHS ARE IN EACH OF THE TWO HALVES OF THE FISCAL YEAR (I.E., IF AN EMPLOYEE STARTS ON SEPTEMBER 13, THEY WILL BE DEEMED AS HAVING WORKED HALF OF THE MONTH OF SEPTEMBER AND WILL BE PRORATED BASED ON WORKING THREE AND A HALF MONTHS OF THE FIRST HALF OF THE FISCAL YEAR AND SIX MONTHS OF THE SECOND HALF OF THE FISCAL YEAR—IN SHORT, 9.5/12 OF THE YEAR).*

- 9. Does granted mean that I can use the time on day 1 and I am not earning (accruing) monthly?**

*THAT IS CORRECT. ONCE TIME IS DEPOSITED INTO YOUR BANK, IT IS YOURS TO USE IMMEDIATELY (EXCEPT NEW EMPLOYEES WHO MUST WAIT 90 DAYS).*

- 10. When I terminate my employment with the University will I have to repay any overused accruals?**

*THE PAYROLL SYSTEM WILL PREVENT YOU FROM GOING NEGATIVE. IF YOU SUBMIT A TIMECARD WITH A REQUEST FOR VACATION OR SICK TIME THAT YOU DO NOT HAVE AVAILABLE, THE SYSTEM WILL NOT PAY YOU FOR THAT TIME. IT IS IMPORTANT THAT YOU AND YOUR SUPERVISOR MONITOR LEAVE BALANCES IN TITAN CONNECT TO PREVENT THIS FROM HAPPENING.*

- 11. I have used my portion of vacation from July through December. Can I use my second grant of vacation in advance?**

*NO. YOU ARE ALLOWED CARRYOVER FROM YEAR TO YEAR UP TO 80 HOURS (40 HOURS FOR PART-TIME EMPLOYEES). THIS ALLOWS YOU THE FLEXIBILITY TO SAVE TIME FOR FUTURE USE.*

**12. How is vacation time calculated for those who change status (i.e., part-time to full-time) during a fiscal year?**

*THE CALCULATION IS BASED ON THE START DATE OF FULL-TIME STATUS. SIMILAR TO HOW VACATION IS PRORATED FOR NEW HIRES, THE CALCULATION WILL BE BASED ON HOW MANY MONTHS WERE WORKED IN ONE CLASSIFICATION AND HOW MANY MONTHS WILL BE WORKED IN THE OTHER CLASSIFICATION DURING THE FISCAL YEAR IN WHICH THE CHANGE OCCURS, AND PAID TIME OFF BANKS ADJUSTED ACCORDINGLY.*

**13. I've been told that if I switch jobs I have a new probationary period. Will this affect my ability to take time off I've already received?**

*NO. WHEN YOU SWITCH JOBS, YOU WILL TAKE YOUR TIME BANKS WITH YOU. OF COURSE, AS ALWAYS, SUPERVISOR APPROVAL IS REQUIRED FOR VACATION OR PERSONAL BUSINESS TIME.*

**14. What is an FMLA event?**

*WHEN A SERIOUS MEDICAL CONDITION PREVENTS THE EMPLOYEE FROM WORKING OR NECESSITATES THEY PROVIDE CARE TO A FAMILY MEMBER, OR THE BIRTH OR ADOPTION OF A CHILD OCCURS, THE EMPLOYEE MAY QUALIFY FOR LEAVE UNDER THE FAMILY MEDICAL LEAVE ACT. THIS IS UNPAID TIME, AND DOCUMENTATION IS REQUIRED. CONSULT HUMAN RESOURCES OR THE HANDBOOK FOR MORE DETAILS. NOTE: EVEN IF PAID TIME OFF IS USED TO GET TO PAY FOR FMLA DAYS, THEY DO NOT COUNT AS TIME WORKED FOR OVERTIME CALCULATION PURPOSES.*

**15. Who needs to be contacted when I'm out sick?**

*IF YOU ARE GOING TO BE OUT FOR A COUPLE OF DAYS OR LESS, YOU SHOULD CONTACT YOUR SUPERVISOR ASAP (BUT NO LATER THAN 15 MINUTES BEFORE THE START OF YOUR NORMAL WORK DAY) EACH DAY. IF YOU ARE GOING TO BE OUT LONGER THAN THREE DAYS, YOU SHOULD ALSO CONTACT THE HUMAN RESOURCES DEPARTMENT SO THEY CAN ADVISE YOU REGARDING THE NEED FOR A DOCTORS NOTE OR THE POTENTIAL OF CROSSING INTO A SHORT TERM DISABILITY EVENT.*

**16. Short term disability benefits for administrators refer to "one month" per years of service. Is this a calendar month?**

*THEY ARE APPLIED ON A WEEK BY WEEK BASIS. THUS, ONE MONTH EQUALS FOUR WEEKS.*

**17. Can I choose not to exhaust the sick time in my bank?**

*FORTY HOURS OF SICK TIME MAY BE PRESERVED AT YOUR REQUEST, BUT ALL OTHER SICK TIME EXISTING IN YOUR BANK MUST BE EXHAUSTED.*

**18. What if I have no sick time available when I get sick or have a short term disability event?**

*AT YOUR OPTION, YOU CAN USE VACATION OR PERSONAL TIME TO GET TO PAY DURING YOUR ELIMINATION PERIOD. ONCE YOUR CLAIM IS APPROVED AND YOU ARE PAST THE ELIMINATION PERIOD, YOU WILL RECEIVE PAY AT 70%.*

**19. What happens to holidays when they fall during a Short Term Disability event?**

*ONCE YOU ARE PLACED ON DISABILITY LEAVE, YOUR LEAVE GOVERNS YOUR PAY. YOU ARE NOT ELIGIBLE TO RECEIVE ADDITIONAL COMPENSATION OR TIME FOR HOLIDAYS THAT OCCUR DURING YOUR SHORT TERM DISABILITY EVENT.*

**20. Can I combine paid time off with short term disability benefits on the same day to get to 100% pay?**

*NO. THE ONLY WAY YOU CAN RECEIVE FULL PAY IS THE MANDATORY USE OF FULL SICK DAYS, OR AT AN EMPLOYEE'S OPTION, USE OF VACATION DAYS OR PERSONAL DAYS PRIOR TO THE 70% SHORT TERM DISABILITY BENEFIT BEING APPLIED.*

**21. Can I borrow against time off I haven't received yet but am scheduled to receive?**

*NO, THE SYSTEM DOES NOT ALLOW THE BORROWING OF TIME.*

**22. Where do I find my leave balances in Titan Connect?**

*YOU CAN FIND LEAVE BALANCES IN THE EMPLOYEE SELF SERVICE AREA OF TITANCONNECT. (EMPLOYEE TAB, THEN LEAVE BALANCES LINK)*

**23. Can I continue to accrue paid time off while on short term disability?**

*NO. ONLY EMPLOYEES WHO ARE ACTIVELY WORKING ARE ELIGIBLE TO ACCRUE LEAVE. ONCE AN EMPLOYEE RETURNS FROM MEDICAL LEAVE THEY WILL BE ENTITLED TO RECEIVE ANY ONE VACATION GRANT THEY MAY HAVE MISSED.*