

## RECORDING ATTENDANCE

It is very important to maintain a good attendance record. Employees are expected to report to work when scheduled and to be on time. The campus attaches considerable importance to reliable attendance and it is a significant factor in probation, promotion decisions and daily operation.

## CLASSIFIED SERVICE EMPLOYEES

The workweek for state employees begins on Thursdays and ends at close of business the following Wednesday.

Classified timesheets are due in Payroll by the Friday following payday. Failure to submit timesheets in a timely manner may affect the distribution of an employee's paycheck on a subsequent payday.

- Employees record, on a daily basis the accurate hours worked, including arrival and departure times, both at the beginning and end of the workday and meal period.
- Must record all absences, indicating type of leave credits used on a "Biweekly Attendance and Leave Accrual Report".
- May not leave his/her job without supervisor approval unless a health/safety issue exists.
- May charge accruals in increments as little as 15 minutes. You must earn the accruals **before** using them.
- Will accrue leave credits for the pay period only when in a paid status (i.e. working/charging accruals) for 7 out of 10 days each biweekly pay period.
- Accruals are posted at the end of the pay period.
- Must forward signed time sheets to their supervisor for review and certification.

***Falsification of an employee's attendance or time record constitutes a very serious violation and is basis for administrative action.***

## ANNUAL (Vacation) DAYS

- New annual salaried employees must be employed and meet eligibility for earning leave accruals for 13 pay periods before annual accruals are available to use.
- Annual leave can be used in lieu of sick leave but sick leave cannot be used in lieu of annual leave.
- Employees who wish to use vacation/holiday credits must have absence approved in advance by supervisor/department head.
- Employees may accrue in excess of 40 days annual leave during the State fiscal year but they will forfeit annual leave in excess of 40 days (ex. 8 hr. employee—320 hrs. 7.5 hr. employee—300 hrs.) on March 31st close of business, and Security Service negotiating units on September 30th close of business.
- The maximum payment for vacation accruals upon separation from State service is 30 days.

## PERSONAL DAYS

- Classified employees are credited with five days of personal leave each year on the employee's "Personal Leave" anniversary.
- Personal Leave is not cumulative.
- The balance of personal leave remaining expires at the close of business, on the business day immediately preceding the employee's anniversary date.

## SICK DAYS

- Employees are eligible to accrue up to a maximum of 200 sick days.
- Sick leave accruals can be used for medical and dental appointments, sick related absences and periods of disability supported by medical documentation.
- Employees may not use sick accruals when they are no longer sick/disabled.
- Absences due to illness must be reported to the supervisor as soon as possible.
- Sick related absences of 5 days or more require medical documentation to be submitted upon return to work.
- Employees may use up to a maximum of 25 days per calendar year of their accumulated sick leave, for absences necessitated by a death or illness in the employee's immediate family.
- FMLA Leave should be requested for extended periods of sick related absences.
- Absences attributable to approved FMLA leave (Family Medical Leave Act) must be documented as such on an employee's time sheet.
- Employees on a sick related/medical leave for an extended period of time, must submit medical documentation to Human Resources periodically. When an employee is able to return to work, they must submit medical documentation to Human Resources (48 hours before the scheduled return to work date) which clears the employee to return to full duty.

## MEAL PERIODS AND BREAKS

- It is the responsibility of the supervisor and/or the department head to establish the scheduled time during which meals and breaks can be taken.
- The daily meal period for an employee who is working more than six hours must be at least one-half hour in duration, not to exceed one hour.
- Failure to take a meal period does not permit employees to shorten the workday.
- The granting of breaks is discretionary.
- Breaks, when granted, should be of a reasonable duration. As a guide, more than two 15-minute breaks per 7.5 or 8-hour workday would be considered excessive. Employees who do not take breaks are not permitted to either shorten the workday or to receive any form of overtime compensation or compensatory time off. Breaks are not to be taken in conjunction with meal periods.

## TARDINESS

- Arrival at the workstation late, either at the start of the workday or when returning from a lunch break, constitutes tardiness. For example, if employees are expected to report to a specific location at 8:00a.m. being in the building or parking lot at 8:00 a.m. does not meet the requirements for reporting to work on time.
- Employees who know in advance that they will be unavoidably late for work, should notify their supervisor before the work day begins.

**ABSENCES** from the work-site are recorded on the Time & Accrual record and defined as follows:

### **Scheduled Absence**

Time off requested in advance and approved by supervisor using appropriate leave credits.

### **Unscheduled Absence**

An absence not requested and not approved in advance, such as sick call, inclement weather, transportation, personal or family emergency, etc. An employee must call in within two hours of the scheduled workday: shift workers may be required to call in prior to beginning of shift.

### **Unauthorized Absence**

Failure of an employee to appear for a regularly scheduled work assignment or to notify a supervisor/designee of the employee's inability to work (no call/no show, late call-in) within the established time frames. This type of absence usually results in leave without pay and may also result in administrative action.

**IMPORTANT: SAVE YOUR SICK DAYS.** Unused sick leave accruals can be converted into a monetary value to offset out of pocket health insurance premiums during retirement.

## **LEAVE REGULATIONS**

The Leave Regulations applicable to employees in the Classified Service are contained in the NYS State Attendance & Leave Manual, published by the Department of Civil Service, and in the various collective bargaining agreements representing Classified Service Employees.

WE ARE HERE TO ASSIST WITH QUESTIONS CONCERNING ACCRUAL RATES, BALANCES, SICK LEAVE ENTITLEMENTS, AND APPROPRIATE USAGE OF LEAVE CREDITS.

### **CONTACT**

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## **PAYROLL SERVICES**

**TIME & ATTENDANCE  
GUIDELINES FOR**

**STATE  
CLASSIFIED STAFF**

