

RECORDING ATTENDANCE

It is very important to maintain a good attendance record. The campus attaches considerable importance to reliable attendance and it is a significant factor in appointment and promotion decisions and daily operation.

REPORTING OBLIGATION FOR STATE FACULTY & PROFESSIONAL STAFF

- The workweek begins on Thursday and ends at the close of business the following Wednesday.
- Professional Staff are required to submit accurate time records on a monthly basis.
- 10 Month Faculty are required to submit accurate time records during their ten months of obligation (generally, September through May)
- Management Confidential (BU13) and UUP professional and academic staff are required to certify their presence, recording any absences and indicating accruals to be charged on the appropriate attendance record
- Faculty/Professional timesheets are due in Payroll on the 5th of the following month, and must be certified as accurate by the employee and supervisor/department head. Failure to submit timesheets in a timely manner, may affect the distribution of an employee's paycheck and cancellation from direct deposit.

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

ACCRUALS FOR STATE FACULTY & PROFESSIONAL STAFF

- Employees are eligible to earn leave credits for the month, when they work and/or charge leave credits for the greater portion of the month (new employees must be on the payroll by the 15th. of the month in order to earn leave credits for that month).
- Accruals are not advanced, and may not be used before they are earned. Accruals earned in the current month are available to use on the 1ST of the following month.
- Accrual rates are based on: years of service for full time employees, salary for part time non-teaching professionals, and number of courses taught for part time faculty employees.
- Professional Staff are eligible to accrue vacation and sick leave credits.
- 10 month Faculty are eligible to accrue sick leave credits only.
- Professional employees may use/charge accruals in increments of as little as ¼ day.

ANNUAL (Vacation) DAYS FOR PROFESSIONAL STAFF

- Annual leave can be used in lieu of sick leave, but sick leave cannot be used in lieu of annual leave.
- Vacation accruals may exceed 40 days during the calendar year, however no more than 40 days will be forwarded to the NEW calendar year.
- The maximum payment for vacation accruals upon separation from State service is 30 days.
- Employees wishing to use vacation/holiday credits must have advance approval.

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 designated MC may use up to a maximum of 30 days per calendar year (1/1-12/31) of their accumulated sick leave, for absences necessitated by a death or illness in the employee's immediate family. UUP employees may use up to a maximum of 30 days per contract year(7/1-6/30) 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 HR periodically. When an employee is able to return to work, they must submit medical documentation to HR (48 hours before the scheduled return to work date) which clears the employee to return to full duty.

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 Professional Service are contained in Article XIII of the Policies of the Board of Trustees for Management Confidential (BU #13) Employees and in Article 23 of the Agreement between the State and the United University Professions, which covers employees in the Professional Services Negotiating Unit.

We are here to assist with questions concerning accrual rates, balances, sick leave entitlements, and appropriate usage of leave credits.

CONTACT

Debbie Looney, Time Keeper
585/395-2744, Fax 585/395-5275
dlooney@brockport.edu



The College at
BROCKPORT
STATE UNIVERSITY OF NEW YORK

PAYROLL SERVICES

**TIME & ATTENDANCE
GUIDELINES FOR**

**STATE
FACULTY AND PROFESSIONAL
STAFF**