

LEAVE STATUS REPORT

PURPOSE

The SALARIED EMPLOYEES LEAVE STATUS REPORT serves as the legal record of all time away from work of less than 30 consecutive days duration taken by salaried staff employees.

It serves to:

- Record actual dates of leave taken by biweekly and monthly salaried employees
- Inform departments of accrued leave balances available to the employee
- Remind supervisors that they are accountable for formally terminating employees
- Record FMLA hours taken for salaried staff AND academic employees

The SALARIED EMPLOYEES LEAVE STATUS REPORT is generated by the Genesys system and distributed directly to the home department. A combined list is generated for both biweekly and monthly salaried employees. The form comes preprinted with each name and GUID, leave status and accrued leave balances. Using information provided on the Leave Request Form, the Timekeeper will complete the SALARIED EMPLOYEES LEAVE STATUS REPORT to reflect any time salaried employees within the department were away from work during the two-week period.

IMPORTANT POINTS

- System-generated report printed every two weeks.
- Send with Week Two time sheets.
- Complete all information in ink.
- Use white-out to correct errors and initial changes
- Leave that is requested and approved in advance for a monthly-paid employee should be recorded on the salaried Leave Status Report submitted during the first pay period ending in the month in which the leave will be taken. For employees who are at the maximum of their accrual and the leave was not recorded on the first pay period ending of the month, the department should contact payroll to make an adjustment to the employee's leave balance.

In Phase I of GENESYS implementation, leave for Academic and Administrative professional employees will not be recorded in the system.

- Family/Medical Leave: Refer to Human Resources Policy #603 for specifics on the Family/Medical Leave. < If an employee has already been approved for Family/Medical Leave, FMLA Hours taken must be recorded for these individuals.

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TO COMPLETE THE SALARIED EMPLOYEES LEAVE STATUS REPORT

SECTION I -- EMPLOYEE LEAVE DATA

Leave balances are system-generated and enable departments to determine if an employee has sufficient accrued leave to cover leave taken. Sick or leave hours taken by an employee cannot exceed the employee's current leave accrual. Balances reflect time earned and time taken that was entered into the system at the end of the previous pay period.

Newly-hired employees: In the blank spaces at end of system-generated list, clearly print the name, GUID and fill in as usual. If there is no space, you must use a blank form. Names can be entered on the form ONLY IF the employee has already been entered into the system.

Transferred employees: Names of transferred employees whose new employment was not entered into the system at the time the SALARIED EMPLOYEES LEAVE STATUS REPORT was generated will appear on the SALARIED EMPLOYEES LEAVE STATUS REPORT of their old department. A copy of the Leave Request form should be faxed to their old department for inclusion on that department's SALARIED EMPLOYEES LEAVE STATUS REPORT. It is the responsibility of the employee's new department to ensure proper and timely reporting of time away from work.

If a PERSONNEL TRANSACTION FORM has been submitted for a newly hired or transferred employee, his/her name should appear on the next SALARIED EMPLOYEES LEAVE STATUS REPORT generated for your department.

SECTION II -- LEAVE TAKEN

Based on information submitted by employee on LEAVE REQUEST FORM, provide the following information:

- Specific dates away from work
- In increments of hours that reflect the full 8-hour work day, record total time the employee was out on leave (scheduled, unscheduled, sick, or unpaid leave). If an

employee's workday is greater or less than 8 hours, a department will have to maintain its own record of time away and only record when a 8-hour total is reached.

Only hours attributable to FMLA may be recorded in units of less than a full 8-hour work day.

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Deductions to pay reflecting unpaid leave taken will appear in the pay period following the one in which the leave was taken.

If an employee has not submitted a LEAVE REQUEST FORM documenting days taken, he/she must initial the SALARIED LEAVE STATUS REPORT to verify dates and amount of leave taken.

SECTION III -- FAMILY/MEDICAL LEAVE

Using the LEAVE REQUEST as your source of information, fill in the Leave Status Report assigning time away from work related to Family/Medical Leave to the appropriate column(s). Hours may be recorded in more than one column. Hours recorded in these columns do not affect accrued leave balances, but are subtracted from the total number of hours to which the employee is entitled by law under the Family Medical Leave Acts. Refer to Human Resources Policy #603. Further Explanation:

- < The LEAVE REQUEST FORM is the source document.
- < Section II of the SALARIED EMPLOYEES LEAVE STATUS REPORT is used to record any time away from work for which the employee's pay and/or accrued leave balances are to be adjusted. Only hours entered in this section will generate pay and/or adjust accrued leave balances.

- < Section III of the SALARIED EMPLOYEES LEAVE STATUS REPORT is used to meet District, State or Federal reporting requirements. Hours attributable to Family/Medical Leave are recorded here to determine continued eligibility for Family/Medical Leave by subtracting them from the total number of hours to which the employee is entitled by law.

- < Hours recorded in Section III do not adjust the employee=s pay and/or accrued leave balance. Section II must be used for these functions.

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SECTION IV --SIGNATURES

< Preparer's Signature Phone Date

< Authorized
Signature: Must be reviewed and signed by an authorized employee
before it can be processed by Payroll.