

# Augusta University

## Policy Library

# Faculty and Exempt Classified Employee Monthly Record of Leave and Other Absences Policy

Policy Owner: University HR Services

### POLICY STATEMENT

All leave-eligible faculty, administrative officers and professional staff on the exempt (monthly) payroll must submit this report monthly. The completed reports will provide input for leave balances.

NOTE: The Section Chief, Division Head, or Department Chairman may complete the form for any employee absent when this report is to be submitted.

To provide procedures and instruction for the monthly reporting and submission of the faculty member's and exempt classified employees' Monthly Record of Leave and Other Absences form.

### AFFECTED STAKEHOLDERS

Indicate all entities and persons within the Enterprise that are affected by this policy:

- Alumni       Faculty       Graduate Students       Health Professional Students  
 Staff       Undergraduate Students       Vendors/Contractors       Visitors  
 Other:

### DEFINITIONS

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### PROCESS & PROCEDURES

Responsibility: Section, Division or Department Office

- Receive appropriate individual pre-addressed report forms from the Payroll Office/Controller's Division.
- Distribute forms to the employee named in the address section of the form.

NOTE: For any employee not receiving a pre-addressed form, a blank form should be prepared for use during the current month. Blank forms may be obtained from the Payroll Office.

Responsibility: Faculty, Administrative Officers and Professional Staff

- Record on the report form all leave taken for the categories shown.

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**Office of Compliance and Enterprise Risk Management Use Only**

**Policy No.:** 539

**Policy Sponsor:** Type the title of the Executive Leader of the department.

**Originally Issued:** Not Set

**Last Revision:** 09/01/2016

**Last Review:** 06/16/2017

NOTE: Leave for exempt classified employees is reported in whole hour increments. Leave for faculty is reported in whole or half days, not hours. Days worked should not be recorded.

A – Annual (Vacation)  
 S – Sick  
 H – Holiday  
 UH – Unscheduled Holiday  
 ML – Military Leave  
 OC – Off-Campus Leave

- Add all days or hours for each category of recorded leave from the calendar and enter the total in the appropriate category block.

IMPORTANT: If leave without pay is taken, notation must be made on the “Exempt Pre-payroll List”, so that the employee’s current check can be adjusted. LWOP must also be noted on the report form.

Sign report and transmit to Section, Division, or Department Office by the last working day of the month.

Responsibility: Section, Division or Department Office

- Receive individual report forms, verify, and obtain additional appropriate management signature.

NOTE: If an employee has claimed sick leave for a period of at least six continuous workdays, a physician’s statement must be attached to the report form.

- The Departmental Timekeeper enters leave taken in days for each employee into the web-based Exempt Leave Entry Application between the 1st and the 10th of each month following the reporting period.
- Once the department has entered all leave into the web application, the original report forms must be submitted to the Payroll Office. Departments should keep copies for their departmental files. All original report forms must be received in the Payroll Office by the 15th of each month.

IMPORTANT: Before a terminating employee may be paid for final unused annual leave, all reports must be received by the Payroll Office.

## REFERENCES & SUPPORTING DOCUMENTS

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## RELATED POLICIES

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## APPROVED BY:

President, Augusta University and CEO, AU Health System      Date: 06/16/2017