

PCOE Leave Reporting, FY2023

[August 23, 2017]

The State of Texas now requires us to report time for identified leave categories in both TimeClock (non-exempt personnel) and Leave Reporting (exempt personnel, including faculty).

General Guidelines for Faculty

The following guidelines apply to all permanent full-time faculty, regardless of the delivery method of course assignments, the nature of the research/creative/scholarly activities, and services provided.

- expected to be on duty each working day when classes are in session and other designated days, Working Hours & Holidays (policy 12.24) (see University Calendar; Holiday Calendar)
- exempt from standard hours (M-F, 8AM-5PM) and shall, in turn, function as necessary to meet classes and maintain related academic duties, Working Hours & Holidays (policy 12.24)
- meet assigned classes at the officially scheduled times and places; notify the academic unit head prior to any changes in order to notify students, Meeting & Conducting Classes (policy 7.18)
- eligible for Family Medical Leave (policy 12.9)
 - missing work duties for >3 days trigger HR notification (missing Friday, weekend, Monday is considered 3 days)
 - any overnight stay in a hospital triggers HR notification
 - notification of pregnancy/adoption triggers HR notification
- earn sick/personal leave at a rate of 8 hrs/month, Sick Leave (policy 12.18)
- must request leave using the electronic form found in mySFA
- must track leave requested/taken and complete the electronic leave report monthly in mySFA

- Excerpt from Sick Leave (policy 12.18)

Sick Leave Utilization for Faculty

Faculty must submit leave forms (as designate by the academic unit head) for all sick leave the faculty member takes if the absence occurs during the workday, even if no classes are missed.

Faculty are allowed to use their sick leave for personal or family illness and for personal leave within these guidelines:

- If a faculty member needs to take time off to handle personal business, personal leave may be used for that purpose with prior approval from the academic unit head.
 - If a faculty member misses a class, even if a substitute covers the class, the time missed is to be reported. [NOTE: If you move a face-to-face class meeting to a web-based assignment during the semester, faculty must notify the unit head and report leave for that change in course requirements.]
 - If a faculty member is out on a continuous basis, two days or more, they must turn in leave for 8 hours for each day.
 - If a faculty member must miss scheduled office hours due to illness or personal business, he/she must turn in leave for the time missed. [NOTE: see PCOE Office Hours guidelines]
- leave requests are required when faculty are unable to meet scheduled expectations, including, but not limited to:

- class
 - office hours
 - scheduled meetings (academic unit, program, committee, etc.)
 - scheduled events (academic, recruiting, commencement, etc.)
- leave requests are required when faculty will be unavailable, due to personal business, when classes are in session or during other designated days (e.g., personal travel, personal obligations)

Cross References: 7.8 Meeting & Conducting Classes; 11.30 Time Reporting for Non-Exempt Employees; 12.11 Leave of Absence & Miscellaneous Leave—Faculty & Staff; 12.9 Family Medical Leave; 12.18 Sick Leave; 12.24 Working Hours & Holidays