



Leave and Compensatory Time for Dean's Direct Reports

Purpose

The purpose of this policy is to establish the procedures by which those employees reporting directly to the dean request and report leave and report compensatory time earned.

Persons Affected

Employees who report directly to the dean and whose supervisor of record is the dean including, but not limited to, academic unit heads, dean's office employees, and the director of the STEM Education and Research Center.

Policy

The Assistant to the Dean serves as the dean's proxy for gathering, noting, and approving leave requests and compensatory time earned reports for employees who report directly to the dean.

Employees are to follow all SFA HOPs governing the availability and use of leave and the ability to earn and use compensatory time.

When a direct report is to be absent due to professional obligations directly related to the employee's position (such as attending a professional development), no leave request is required; however, the direct report must notify, via email, the Assistant to the Dean of the absence from campus.

Procedures

Leave Requests

Leave requests must be submitted using the electronic leave request form available in MySFA.

- A. In the *Approver* field on the leave request form, the direct report must enter the assistant to the dean's email address.
- B. Upon receipt of the leave request, the Assistant to the Dean will review the request, and if approved, note the request on the dean's office calendar and approve the electronic request.

Leave Reports

Leave reports must be submitted using the electronic leave report form available in MySFA (exempt personnel) or TimeClock Plus (non-exempt personnel).

- A. For exempt personnel, a Leave Report for the preceding month must be submitted by the 9th of the next month. The Assistant to the Dean reconciles the report with the recorded leave requests and approves it.
- B. For non-exempt personnel, leave taken is reported in TimeClock Plus on a semi-monthly basis.



Compensatory Time Earned Reports (Exempt Personnel)

By the 9th of the month, exempt personnel must submit a Comp Time Earned Report for the previous month along with a listing of the date and purpose of the time earned. The report must be submitted to the Assistant to the Dean for further processing.

The SFA Payroll office website has manuals for using the Leave Reporting and TimeClock Plus systems.

Related Statutes or Regulations, Rules, Policies, or Standards

[SFA HOP 03-407 Overtime and Compensatory Time](#)
[SFA HOP 03-408 Time Reporting for Non-Exempt Employees](#)
[SFA HOP 03-501 Family and Medical Leave](#)
[SFA HOP 03-503 Leaves of Absence and Miscellaneous Leave](#)
[SFA HOP 03-505 Sick Leave](#)
[SFA HOP 03-507 Vacation Leave](#)

Responsible Executive

Dean, College of Sciences and Mathematics

Forms

Leave Request (via MySFA)
Leave Report (via MySFA)
TimeClock Plus
[Comp Time Earned Report](#), Payroll Services website
[Leave Available to Eligible Faculty and Staff](#), Human Resources website

Revision History

Rev. August 4, 2025
June 25, 2025 (Original)