

The Evergreen State College
Leave System Procedures
Effective January 1, 2009

OVERVIEW

These procedures apply to all leave-eligible, regular staff that request and use leave, supervisors and timekeepers.

Online Leave Forms

The online Leave System is located at <http://my.evergreen.edu>.

The online Leave System is for employees to review leave balances, accruals and adjustments, submit requests and view related history. These functions are accessed at <http://my.evergreen.edu> under the **Staff and Faculty** section at the **My Leave Requests** link.

The online Leave System is for supervisors to submit proxy requests, approve and / or deny requests and view related history. These functions are accessed at <http://my.evergreen.edu> under the **Staff and Faculty** section at the **Leave Approvals** link.

The online Leave System is not used for reporting overtime, compensatory time earned and / or paid out, additional pay at straight time, callback pay, shift differential and standby pay. To ensure that pay is correct, the "Payroll Report of Changes to Salary" form must be submitted to Human Resource Services (HRS) for reporting these types of leave / payouts. The form is available at <http://www.evergreen.edu/employment/forms/home.htm>.

The online Leave System is not used for work schedule or shift changes for classified employees. Supervisors must follow the Collective Bargaining Agreement and a Work Schedule / Shift Change Notice Form must be completed and submitted to HRS. The form is available at <http://www.evergreen.edu/employment/forms/home.htm>.

Collective Bargaining Agreement

The current Collective Bargaining Agreement (CBA) will not be in conflict with these procedures and is the basis for determining leave accrual and use, as well as for possible affects on pay such as overtime, leave without pay, compensatory time, additional pay at straight time, callback pay, shift differential and standby pay for classified, represented employees. For questions or to request CBA training, contact the HRS office.

PURPOSE

The online Leave System is intended to create and maintain accurate leave records while facilitating the leave request process in a timely manner and is not intended to completely replace necessary communication between employees, supervisors, timekeepers, HRS, Payroll and any other involved parties.

All leave eligible employees shall use the online leave system to request Leave Without Pay, vacation leave, sick leave, shared leave, bereavement leave, jury duty leave, military leave, compensatory time used, personal holiday and personal leave day.

ROLES AND RESPONSIBILITIES

Employees

All regular or salaried employees who are eligible to accrue leave will use the online "My Leave Requests" form located at <http://my.evergreen.edu> under the Staff and Faculty section.

Employees shall enter leave requests in advance when the leave is foreseeable such as for vacation time or medical appointments. Leave Requests for unanticipated leave shall be entered no later than the first day upon returning to work.

When the employee submits the Leave Request form, it is automatically forwarded to the appropriate supervisor.

Employees may revise or cancel a request while it is pending their supervisor's decision. If however, an employee would like to make a change after the request has been approved, the original request must be cancelled and a new Leave Request must be submitted.

The status of a submitted Leave Request can be accessed at the same web location under the Pending Requests tab.

Employees are responsible for regularly reviewing their leave and compensatory time balances using the History tab in the Leave System. Variances should be reported to their supervisor and unit timekeeper in a timely manner so that figures can be reviewed for correction as needed.

Employees are responsible for initiating a "Payroll Report of Changes to Salary" form documenting overtime, compensatory time earned and / or paid out, additional pay at straight time, callback pay, shift differential and / or standby pay and submit it to their supervisor for approval within the corresponding payroll period. The form is available at <http://www.evergreen.edu/employment/forms/home.htm>.

Supervisors

Vice Presidents, Associate Vice Presidents, Deans, Directors, Manager and Supervisors who supervise leave eligible staff are responsible for ensuring that leave is administered appropriately within their unit.

All supervisors will use the online "Leave Approvals" to approve / deny employee leave requests located at <http://my.evergreen.edu> under the Staff and Faculty section.

Supervisors will review submitted Leave Request no later than ten days after the request is submitted and decide upon either approving or denying the request and whether the leave is authorized or unauthorized leave. Approved Leave Requests are automatically forwarded to HRS.

If the employee is not able or unavailable to initiate a Leave Request, such as during an extended absence of three or more days, the supervisor will submit the Leave Request on behalf of the employee. Supervisors will submit a leave request on behalf of an employee for each scheduled shift that the employee is in Leave Without Pay status.

Supervisors must provide a written reason for denying the leave request using the Supervisor Comments section.

Training for employees on the Leave System is the responsibility of the supervisor. The supervisor may request the unit timekeeper to assist them with leave system training duties.

Supervisors are responsible for working with both HRS and the unit's timekeeper to ensure all errors, discrepancies and payroll related questions are resolved in a timely and satisfactory manner.

Supervisors will provide the unit timekeeper with signed original “Payroll Report of Changes to Salary” forms for the employees that they supervise documenting overtime, compensatory time earned and / or paid out, additional pay at straight time, callback pay, shift differential and / or standby pay within the corresponding payroll period.

Timekeepers

Timekeepers should work with employees and supervisors to answer questions about this procedure and be able to explain the basic functionality of the Leave System. Timekeepers should help to resolve issues and answer questions from employees and supervisors related to subjects such as leave usage, balances and the Leave System and determine when to direct issues and questions to the Human Resource Services office.

The unit timekeeper will retain a copy of all complete “Payroll Report of Changes to Salary” forms documenting overtime, compensatory time earned and / or paid out, additional pay at straight time, callback pay, shift differential and / or standby pay per the state retention schedule and ensure that the original complete form is submitted to HRS within the corresponding payroll period. The timekeeper’s supervisor will maintain “Payroll Report to Changes to Salary” documents that pertain to the timekeeper’s salary.

All payroll and leave documents must be completed in ink (no red ink) and no correction fluid such as “White-out” to be used. If corrections must be made to payroll and leave documents, line out the incorrect amount, write the correct amount next to the error and have the employee, supervisor and timekeeper initial the change.

At the request of a supervisor, the unit timekeepers may be requested to assist with training employees to use the Leave System.

Human Resource Services / Internal Auditor

HRS establishes employees in the Leave System by assigning them to the appropriate work area and schedule. Family Medical Leave Act and Job Related Injury designations are established by HRS.

Approved Leave Requests are automatically submitted to HRS. HRS will use the Leave System to generate reports that will be used to reconcile the Payroll System.

HRS works with timekeepers and supervisors to reconcile adjustments and enter them into the Leave System.

HRS provides supervisors and timekeepers training on how to use the Leave System.

HRS and the Internal Auditor routinely review leave records for accuracy and compliance with rules, college procedures and the Collective Bargaining Agreement.

LEAVE SYSTEM QUESTIONS AND ISSUES

All questions and issues related to the online Leave System will be reported in the following order for resolution:

Employee → Supervisor → Timekeeper → Main HRS office → appropriate Human Resource Representative → appropriate Computing and Communications staff member.

CONCLUSION

Contact HRS for clarification regarding any of the above information. To request disability accommodation, call HRS at (360) 867-5361 (voice), (360) 867-6834 (TTY), email your request to the C:\Documents and Settings\schofneh\My Documents\employment\forms\Leave System Procedures revised April 24 2009.doc

Human Resources DL through the college's global e-mail listing or visit the HRS office in the Library Building room 3102.