

## Texas State University: Attendances and Absences – 9/1/2017

### Hourly Employees – Positive Time Recording, Paid Semi-Monthly

Attendance		Notes
0100	Regular Attendance – (Hrly)	Hours worked not charged to work study.
0140	Regular Work Study Hours	Hours worked charged to work study.

### Salaried Employees – Exception Time Recording, Paid Monthly

Attendance		Notes
0100	Additional Hours Worked – Salaried	Hours worked over and above the planned work hours for each day as defaulted by the work schedule rule.
0130	Event Work Hours	Must enter cost center and fund to be charged. Hours are paid on the next paycheck and always at time and one half.

Absence		Quota	Over Limit Error Message	Documentation Required	Notes
1000	Vacation	Accrued by system			Accrued on the first workday of each month based on FTE and years of state service. Must have six months' continuous state service before allowed to use. Maximum carryover per fiscal year based on total state service; excess converts to sick leave.
1010	Sick Leave	Accrued by system		Yes*	Accrued on the first workday of each month based on FTE. *More than three continuous days requires doctor excuse or written statement.
1020	Sick Leave Pool	Entered by HR		Yes	Maximum 90 work days per illness; 180 days per lifetime.
1030	Extended Sick Leave	Entered by HR		Yes	Maximum normally 30 work days; requires VP approval.
1035	Donated Sick Leave	Entered by HR		Yes	Sick leave donated to another employee. Hours donated are for immediate need and cannot be banked for use at a later date. Recipient must provide medical documentation.
1040	State Comp Time	Generated during Time Eval			Unused hours are forfeited after 12 months and upon termination of employment.
1050	FLSA Overtime (time and one half)	Generated during Time Eval			Maximum balance = 100. Additional hours earned over 100 will be paid automatically on next paycheck.
1060	LWOP (Unpaid Absence)				Automatically reduces pay on next paycheck. Absences expected to be more than 30 calendar days requires a Personnel Change Request (PCR) instead of time entry.
1070	Administrative Leave				Generally used for suspension with pay or other administrative action.
1080	American Red Cross		Yes	Yes	Maximum 10 days per fiscal year.
1085	Veteran Health Care Leave		Yes	Yes	Maximum 15 days per fiscal year; To obtain medical care administered by the VA.
1090	Volunteer Firefighter or EMS Training		Yes	Yes	Maximum 5 days per fiscal year.
2000	Volunteer Firefighter or EMS Emergency		Yes	Yes	Maximum 5 days per fiscal year.
2010	Blood Donor		Yes	Yes	Maximum 4 occurrences per fiscal year.
2020	Bone Marrow Donor		Yes	Yes	Maximum 5 days per occurrence.
2030	Organ Donor		Yes	Yes	Maximum 30 days per occurrence.

Absence		Quota	Over Limit Error Message	Document Required	Notes
2040	Emergency Leave	Entered by HR		Yes	Maximum 5 days per fiscal year for non-illness related reasons; requires VP approval.
2050	Foster Parent Leave				
2060	Funeral Leave			Yes	Must be for immediate family member as defined by state law. Request > 5 days requires VP approval.
2070	University Emergency Closure				Paid time off due to inclement weather or other authorized closure by the President (do not use for official holidays). *
2080	Jury Duty			Yes	
2090	Military Training or Duty	Entered by HR		Yes	Maximum 15 work days per federal fiscal year (Oct 1 – Sept 30). Maximum carry over 45 days. Authorized training or duty for State forces, US Armed Forces reserve, or state/federal urban search and rescue team.
2091	Military Emergency Federal Active Duty	Entered by HR		Yes	Maximum 22 work days per calendar year. To assist civil authorities in declared emergency. In addition to 15 days of Military Training or Duty (code 2090).
2095	Military State Active Duty	Entered by HR		Yes	No maximum. Must be called by Governor due to emergency.
3000	Child Education Activity	Uses sick leave quota	Yes		Maximum 8 hours per fiscal year for children in pre-K through 12 <sup>th</sup> grade. Includes parent teacher conferences.
3010	Staff Education Leave			Yes	Maximum 20 hours per week. Approval by VP – see UPPS 04.04.35. (Do not use for professional development workshops or conferences – those are regular work time).
3020	Subpoena Order			Yes	For business purposes only. Personal situations require use of own accruals.
3030	Team/Employee Award				Formal program established at university or division level. Example, Staff Employee of the Month or division team award.
3035	Performance Award		Yes	Yes	Maximum 32 hours per fiscal year. Program must be established in advance by dept head or higher level and outstanding performance documented.
3040	Voting Leave				
3050	Wellness Program		Yes		Maximum ½ hour per day.
3060	Assistance Dog Training Program		Yes	Yes	Maximum 10 days per fiscal year.
3065	Amateur Radio Operator Leave		Yes	Yes	Maximum 10 days per fiscal year.
3070	Class Release for Academic Courses			Yes	Maximum 3 hours per week during Fall/Spring semesters. Max 6 hours per week during summer sessions.
3080	Adjusted Scheduled Hours				Used when an employee does not account for the total planned work hours for a day and does not take paid leave or LWOP. Instead, the employee enters additional hours worked on another day during the <u>same</u> week which offsets the missed hours on a previous day. An alternative is to submit a Personnel Change Request to modify the planned work hours before time is entered for that week.
3090	Court Appointed Special Advocate (CASA) Volunteers		Yes	Yes	Maximum 5 hours per month.

\*Official University holidays are defaulted in the system and will automatically be part of an employee's planned work hours for the week. Energy Conservation Days are not holidays and must be accounted for with an absence type if the employee does not work.