**Texas State University**

**Attendances and Absences - 12/1/2013**

**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. |
| 0120 | Telecommuting Work Hours | Must be approved by the President before working at home. (See UPPS 04.04.01 for approval process) |
| 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 note. |
| 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. |
| 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. |
| 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. |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Absence |  | Quota | Over Limit Error Message | Document Required | Notes |
| 2020 | Bone Marrow Donor |  | Yes | Yes | Maximum 5 days per occurrence. |
| 2030 | Organ Donor |  | Yes | Yes | Maximum 30 days per occurrence. |
| 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 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 | Parent Teacher Conference | Uses sick leave quota | Yes |  | Maximum 8 hours per fiscal year for children in pre-K through 12th grade. |
| 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 same 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.