POLICY ON TIME AND LEAVE

Department of Psychology

College of Liberal Arts

Approved in Department Meeting 11/02/2020

Faculty members appointed in benefits-eligible positions (50% or more appointment) earn sick leave and must report sick leave taken even if no classes were missed.  Reporting is required by the State of Texas ([Texas Government Code 661.203](https://nam04.safelinks.protection.outlook.com/?url=https%3A%2F%2Fstatutes.capitol.texas.gov%2FDocs%2FGV%2Fhtm%2FGV.661.htm&data=04%7C01%7Cpsych-it%40txstate.edu%7C59706bc1845c46fddf0808d87d039fe9%7Cb19c134a14c94d4caf65c420f94c8cbb%7C0%7C0%7C637396801807646296%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=am9eU28XZidEDGQpaQ%2FENQ5Y4Lkp5%2FohnxMXWQLOqoI%3D&reserved=0)).

Faculty must report sick leave for the actual time missed from carrying out their normal, negotiated workload responsibilities, including teaching, research and scholarly/creative activities, and service.  Sick leave taken must be recorded in hours, including partial day absences.

The specific procedures for faculty to use in reporting sick leave are prescribed in [UPPS 04.04.30, University Leave Policy, Section 04.10](https://policies.txstate.edu/university-policies/04-04-30.html), Sick Leave Procedures, and Section 16, Record-Keeping Procedures.

Sick leave may be used when sickness, injury, pregnancy, or confinement prevent the employee’s performance of duty, or when the employee needs to care for an immediate family member who is sick or to obtain medical or dental examinations as part of an employee’s or immediate family member’s personal health maintenance program.  Employees are allowed to use up to eight hours of sick leave each fiscal year to attend educational activities of their children in grades pre-kindergarten through 12.

**What to Record:**

1.      Faculty sick leave time is calculated by a combination of time and events. For sick leave purposes, the faculty workday is divided into 1) time periods and 2) scheduled events for the workday. There are two time periods in each day - morning (midnight to noon) and afternoon or evening (noon to midnight). Each time period is considered four hours in length. Events include classes, office hours, scheduled meetings (such as PC, department, program, college meetings), and other assigned activities. All examples below reflect a faculty member who misses scheduled events due to illness/medical reasons.

2.      A faculty member missing all scheduled events in a day (whenever they occur) due to illness/medical reasons records 8 hours leave.

3.      A faculty member with events scheduled in the morning period and the afternoon/evening period who misses events in only one of the two periods records 4 hours leave.

4.      For a faculty member missing some but not all events in ONE of the time periods (morning or afternoon/evening): Divide the number of events missed by the number of events scheduled and multiply the result by four hours to determine the percentage of time missed.

          a.       Example from the PPS: A professor attends a morning meeting and holds afternoon office hours, but does not teach the evening class due to illness. The professor reports 2 hours of sick leave (1 afternoon/evening event missed, divided by 2 afternoon/evening events scheduled, multiplied by 4 = 2hours).

5.      A faculty member missing all scheduled events in a week reports 40 hours of leave.

**How to Report Sick Leave:**

Record the time in SAP or submit the attached leave form to the Departmental Time Administrator within one week of return from sick time.  If submitting the signed form, the time administrator will enter your sick time in SAP for you.

**1.      SAP:**

* Login to SAP
* Select “Record Working Time” tile
* Select your current/active personnel assignment
* Select the appropriate week using the scroll forward/backward buttons
* In the rows with the arrows, click the arrow and select “Sick Leave”.
* Scroll over to the column for the appropriate day and enter the number of hours. (Time can be recorded in 15 minute increments using .25, .50, .75, 1.0)
* Click “Save and release” at top select of your screen
* Need help? Just visit the department time administrator.

2.      [Application for Leave Approval Form:](https://gato-edit.its.txstate.edu/dam/jcr%3Aa508139e-8cf4-4748-81ee-5872ffd6add0/Leave%20Approval%20Form.docx) If you would prefer that the time administrator enter your time in SAP, submit this signed form within one week of the time out (the form requests submission in advance, but obviously sick leave is most frequently not known in advance – upon your return will work fine).  Submitted forms are retained in your personnel file.

3.      Need more information on the policy? [Visit UPPS 04.04.30](http://policies.txstate.edu/university-policies/04-04-30.html)