



Leave and Time Reporting

Policy Type: Administrative

Responsible Office: VCU Human Resources, Vice President of Administration

Initial Policy Approved: 04/10/2011

Current Revision Approved: 04/05/2017

Policy Statement and Purpose

VCU provides various paid and unpaid leave options to assist eligible faculty and staff with managing absences from work. The nature and extent of attendance, time reporting and leave accrual are determined by employment status and conditions of employment.

The purpose of this policy is to set forth the minimum attendance, time reporting and leave record keeping that is required by the university, and to establish responsibility for maintaining such records. In addition, this policy requires the university to follow federal requirements for substantiating (1) salaries and wages charged to federal contracts and grants; and (2) overtime and overtime-related record keeping under the Fair Labor Standards Act (FLSA).

Noncompliance with this policy may result in disciplinary action up to and including termination. VCU supports an environment free from retaliation. Retaliation is prohibited against any employee who brings forth a good faith concern, asks a clarifying question or participates in an investigation.

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Who Should Know This Policy

All faculty and classified staff receiving leave benefits, all wage employees paid for time worked, managers, timekeepers and certifying officers are responsible for knowing this policy and familiarizing themselves with its contents and provisions.

Definitions

Leave Year

The period of time used for beginning accruals and calculating carry-over amounts. At VCU, the leave year is defined as January 10 of the current year through January 9 of the following year.

Timekeeping Records (“Records”)

Official time and leave records consist of hours worked or leave taken as entered into the Banner system via RealTime or other approved electronic system.

Timekeeper

A person assigned to enter and/or ensure all time worked and leave taken by employees are approved by the appropriate supervisor in RealTime according to policies and established deadlines.

Work Week

A work week is defined as 12:01 a.m. Sunday through midnight the following Saturday.

Contacts

VCU Human Resources officially interprets this policy and is responsible for obtaining approval for any revisions as required by the policy *Creating and Maintaining Policies and Procedures* through the appropriate governance structures. Please direct policy questions to VCU Human Resources, Operations.

Policy Specifics and Procedures

1. **General Provisions:** Employees are required to report time worked or leave taken as indicated below.
 - Non-exempt classified full-time and part-time employees: clock hours worked on a daily basis and submit leave requests using RealTime system in accordance with leave policies and departmental guidelines.
 - Exempt classified full-time and part-time employees: submit leave requests using RealTime in accordance with leave policies and departmental guidelines.
 - 12-month faculty and 9-/10-month administrative and professional (A&P) faculty: submit leave requests via RealTime in accordance with faculty-specific leave policies and departmental guidelines or state policy, as appropriate.

- 9- and 10-month faculty who earn sick leave (all leave plans) and personal/family leave in the Virginia Sickness and Disability Program (VSDP): submit leave requests using RealTime in accordance with general and faculty-specific leave policies and departmental guidelines or state policy, as appropriate.
- Hourly/wage employees, student workers and work-study employees: clock hours worked on a daily basis using RealTime.

The employee's manager, or person in charge, must authorize all absences from work.

No leave may be taken in anticipation of future leave accruals.

No "off-the-book" records of time worked or leave taken are permitted. See definition of official "timekeeping records" above.

- Departments are required to designate timekeepers and appropriate proxies.

2. **Leave Requests:** Employees are expected to request time off in advance, when possible, by using the RealTime automated leave request system.

The employee's manager are expected to respond timely to requests, indicating approval or denial, and ensure that timekeepers have appropriate information by established departmental timekeeping deadlines.

3. **Leave and Time Reporting:** Authorized managers must approve or deny hours worked and leave submitted in RealTime. This can be done daily or weekly prior to the end of a pay period.
4. **Record Keeping:** Records must be supported by documentation of the employee's time worked or leave requested and the supervisor's approval or denial of these actions. Documentation may consist of paper documents, emails, calendar entries or system records (e.g., RealTime).

Departments are required to maintain records of every wage and non-exempt employee's hours worked for each work week. Departments also must keep records of authorized leave used each pay period by classified and faculty employees. Records of military leave use and leave used under the Family and Medical Leave Act (FMLA) also must be maintained. Most records are stored in RealTime once the hours and leave have been approved.

Original supporting documentation that exists outside of the RealTime or other approved electronic system **must** be maintained in a secure, confidential location in the department for **five calendar years**, and thereafter may be destroyed.

5. **Responsibilities:**

- Faculty, Classified Staff and Wage Employees must:
 - Understand and comply with applicable leave policies.
 - Notify department promptly of prospective changes in employment status (e.g. for a planned leave of absence or when separating employment).

- Regularly inform department of absences, expected return-to-work dates and physician-approved medical restrictions.
- Submit leave requests to manager in a timely manner using RealTime.
- Submit requests for FMLA leave 30 days in advance, if foreseeable, and within two business days of return to work, if unexpected.
- Review leave information in eServices/VCU Self Service every pay period to ensure accuracy of personal leave balances; contact assigned timekeeper promptly to resolve discrepancies.
- (Classified Staff) Obtain prior, documented approval to work and be paid for overtime, if eligible; to accrue overtime leave, if eligible; or to adjust work hours, as applicable, for FLSA compliance. Time worked must be submitted and approved by managers in RealTime by deadlines to ensure prompt payment.
- (Wage employees) Submit hours worked in RealTime for manager approval by deadlines to ensure prompt payment. Obtain prior, documented approval to work and be paid for overtime, if eligible, or to adjust work hours, as applicable, for FLSA compliance.
- Timekeepers must:
 - Obtain training.
 - Publish departmental deadlines to all employees and managers so they can provide leave or work-hours in RealTime.
 - Ensure managers have approved hours worked and leave taken according to leave policies, FMLA and FLSA rules and published deadlines.
 - Record workers' compensation (WC) leave only as authorized by VCU's Human Resources workers' compensation office.
 - Coordinate VSDP leave use with VCU Human Resources to ensure accurate pay.
 - Assist managers in designating and tracking FMLA leave use.
 - Assist faculty and staff in resolving leave questions.
 - Submit the final timesheet, as applicable, for a separating employee within three days after the employee's separation date so that HR can audit the leave records and pay the employee for any eligible leave balances.
 - Submit to VCU Human Resources the appropriate form for separating faculty and staff or non-benefited employees on the employee's final day of employment or for an employee's death in service (see the "Forms" section).
- Personnel Administrators and Fiscal Administrators must:
 - Submit PAFs and required attachments for timely personnel-related transactions.
 - Notify VCU Payroll Services immediately of an employee's change in status that affects pay, including leave without pay, suspension, demotion and separation.
 - Review reports regularly and submit Personnel Action Forms promptly to extend or change job/account end dates or to separate an employee.
 - Ensure prompt distribution of Instant HR messages to faculty and staff, as appropriate.
 - Monitor and update Banner access for appropriate staff.
 - Submit to VCU Human Resources the appropriate form for separating faculty and staff or non-benefited employees on the employee's final day of employment or for an employee's death in service (see the "Forms" section).
- Human Resources (Leave Administration and Payroll Services) must:
 - Provide training and assistance to timekeepers to help resolve leave problems.
 - Process amendments and leave adjustments accurately and on time.

- Conduct audits when processing leaves of absence and employment separations to ensure accurate payments.
- Provide assistance with overtime issues, leave questions and leave policy interpretations, including the appropriate use of VSDP, WC and FMLA leave.
- Process and monitor all VSDP claims and coordinate with the department and employee to ensure accurate pay and leave use.
- Coordinate with the VCU Workers' Compensation/VSDP Coordinator on VSDP work-related injuries to ensure accurate leave and pay benefits.
- Provide information to third-party administrators regarding employee eligibility for VSDP and WC benefits.
- Review overtime reports for compliance with FLSA.
- Extend probation expiration dates for medical leaves of absence.
- Administer the leave share program by coordinating donations, calculating leave share payments and preparing appropriate timesheets to document payments.
- Process leave payments and leave reductions for employees changing their employment status.
- Process recorded docks and amendments to previously paid hours and supplemental pay accurately and on time.
- Process separation leave payments accurately and on time.
- Monitor supplemental pay reports to ensure staff are paid according to FLSA guidelines.

Forms

1. Guidelines for Separating Faculty and Staff
http://hr.vcu.edu/media/hr/documents/guides/Separating_Faculty_Staff.pdf
2. Guidelines for Separating Non-Benefited Employees
http://hr.vcu.edu/media/hr/documents/guides/Separating_Non-Benefited_Employees.pdf
3. Guidelines for Separating Due to Death in Service
http://hr.vcu.edu/media/hr/documents/guides/Separating_Death_in_Service.pdf
4. Final Timesheet for Classified and Faculty Employee
<http://hr.vcu.edu/media/hr/docs/forms/FinalTimesheet.xlsx>

Related Documents

1. Federal Fair Labor Standards Act (FLSA)
<http://www.dol.gov/compliance/laws/comp-flsa.htm>
2. Federal Family and Medical Leave Act (FMLA)
<http://www.dol.gov/compliance/laws/comp-fmla.htm>
3. VCU Policy: Family and Medical Leave
<https://policy.vcu.edu/sites/default/files/Family%20and%20Medical%20Leave.pdf>
4. State Policy 4.20 Family and Medical Leave
http://www.dhrm.virginia.gov/hrpolicy/policy/pol4_20FMLA.pdf
5. State Policy 4.57 Virginia Sickness and Disability Program (VSDP) Leave

- <http://www.dhrm.virginia.gov/hrpolicy/policy/pol457VSDP.pdf>
6. VCU Policy: Faculty Sick Leave Reporting
<https://policy.vcu.edu/sites/default/files/Faculty%20Sick%20Leave%20Reporting.pdf>
 7. State Policy 3.10 Compensatory Leave
http://www.dhrm.virginia.gov/hrpolicy/web/pol3_10.html
 8. State Policy 3.15 Overtime Leave
http://www.dhrm.virginia.gov/hrpolicy/web/pol3_15.html
 9. State Policy 4.05 Administrative Leave
http://www.dhrm.virginia.gov/hrpolicy/web/pol4_05.html
 10. State Policy 4.10 Annual Leave
http://www.dhrm.virginia.gov/hrpolicy/web/pol4_10.html
 11. State Policy 4.15 Educational Leave
http://www.dhrm.virginia.gov/hrpolicy/web/pol4_15.html
 12. State Policy 4.17 Emergency/Disaster Leave
http://www.dhrm.virginia.gov/hrpolicy/web/pol4_17.html
 13. State Policy 4.35 Leave Sharing
<http://www.dhrm.virginia.gov/hrpolicy/policy/pol435LeaveSharing.pdf>
 14. State Policy 4.37 Leave to Donate Bone Marrow or Organs
http://www.dhrm.virginia.gov/hrpolicy/web/pol4_37.html
 15. State Policy 4.40 Leave to Provide Community Service
http://www.dhrm.virginia.gov/hrpolicy/policy/pol4_40.pdf
 16. State Policy 4.45 Leave Without Pay-Conditional/Unconditional
http://www.dhrm.virginia.gov/hrpolicy/web/pol4_45.html
 17. State Policy 4.50 Military Leave
http://www.dhrm.virginia.gov/hrpolicy/web/pol4_50.html
 18. State Policy 4.55 Sick Leave
http://www.dhrm.virginia.gov/hrpolicy/web/pol4_55.htm
 19. State Policy 4.60 Workers' Compensation
<http://www.dhrm.virginia.gov/hrpolicy/policy/pol457VSDP.pdf>
 20. VCU Leave Reporting and Timekeeping Manual (Banner)
http://hr.vcu.edu/media/hr/documents/guides/Leave_Reporting_Timekeeping_Manual.pdf
 21. VCU Leave Types and Guidelines: A Resource for Faculty, Classified Employees, and Timekeepers
http://hr.vcu.edu/media/hr/documents/guides/Leave_Types_Guidelines.pdf

Revision History

This policy supersedes the following archived policy:

April 10, 2011
April 10, 2014

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FAQ

There are no FAQ associated with this policy and procedures.