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Category: Human Resources  
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## POLICY

It is very important to maintain a good attendance record. SUNY Geneseo attaches considerable importance to reliable attendance and it is a significant factor in appointment and promotion decisions and important to the College's daily operations. When employees present themselves for appointment they do so with the implied or specific understanding that they are ready, willing and able to perform their duties and responsibilities on a regular basis. All employees in the Classified Service are required to submit an authorized bi-weekly timesheet that corresponds to each pay period in the New York State fiscal year.

Falsification of an employee's attendance or time record constitutes a very serious violation and is basis for disciplinary action under the applicable bargaining unit agreement.

## PROCEDURE

The workweek for state employees begins on Thursdays and ends at close of business the following Wednesday. **Classified timesheets are due in Payroll by the Friday following payday.** Failure to submit timesheets in a timely manner may affect the distribution of an employee's paycheck on a subsequent payday.

- Employees record, on a daily basis the accurate hours worked, including arrival and departure times, both at the beginning and end of the workday and meal period.
- Employees may not leave their job without supervisor approval unless an emergency health/safety issue exists.
- Accruals may be charged in increments as little as 15 minutes. Accruals must be earned **before** they can be used for time off.
- Employees will accrue leave credits for the pay period only when in a paid status (i.e. working/charging accruals) for 7 out of 10 days each biweekly pay period.
- Employees shall forward their signed time sheets to their supervisors for review and certification.

**ANNUAL (Vacation) DAYS**

- New annual salaried employees must be employed and meet eligibility for earning leave accruals for 13 pay periods before annual accruals are available to use.
- Annual leave can be used in lieu of sick leave but sick leave cannot be used in lieu of annual leave.
- Employees who wish to use vacation/holiday accruals must have absence approved in advance by supervisor/department head.
- Employees may accrue in excess of 40 days annual leave during the State fiscal year but they will forfeit annual leave in excess of 40 days (ex. 8 hour employee equates to 320 hours and 7.5 hour employees equate to 300 hours.) on March 31st close of business, and Security Service negotiating units on September 30th close of business.
- The maximum payment for vacation accruals upon separation from State service is 30 days.

**PERSONAL DAYS**

- Classified employees are credited with five days of personal leave each year on the employee's "Personal Leave" anniversary.
- Personal Leave is not cumulative.
- Employees must have prior approval from their supervisors for absences charged to personal days.
- The balance of personal leave remaining expires at the close of business, on the business day immediately preceding the employee's anniversary date.

**SICK DAYS**

- Employees are eligible to accrue up to a maximum of 200 sick days.
- Sick leave accruals can be used for medical and dental appointments, sick related absences and periods of disability supported by medical documentation.
- Employees may not use sick accruals when they are no longer sick/disabled.
- The need for absences due to illness must be reported to, and approved by, the supervisor as soon as possible.
- Sick related absences of four (4) consecutive days or more may require medical documentation to be submitted upon return to work. As an employer we are required to designate FMLA for qualifying leave absences. For more information see Family Medical Leave Act Policy.

- Employees may use up to a maximum of 15 days per calendar year of their accumulated sick leave, for absences necessitated by a death or illness in the employee's immediate family.

#### *Excessive Use of Sick Leave Credits*

The College is very concerned that employees who continually use an excessive amount of sick leave will not have enough accrued sick leave to cover them in the event of an unforeseen accident or illness. Supervisors periodically review the attendance records of all classified employees and encourage employees whose sick leave balances are low to build their time. Supervisors also review attendance records for patterns of abuse. As a result of such situations, some employees will be required to provide medical documentation for each unscheduled absence until such time as their accruals improve. This requirement shall be documented in a counseling memorandum.

State employees are not covered by the New York State Disability Program. In addition to protecting employees during a long-term illness, sick leave accruals help offset the cost of health insurance during retirement and can add up to 200 days of service credit in calculating retirement benefits.

#### **MEAL PERIODS AND BREAKS**

- It is the responsibility of the supervisor and/or the department head to establish the scheduled time during which meals and breaks can be taken.
- The daily meal period for an employee who is working six hours or more must be of at least one-half hour duration, not to exceed one hour.
- Failure to take a meal period does not permit employees to shorten the workday.

The granting of breaks is discretionary. Breaks taken on College property may not be used for sleeping.

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- Breaks, when granted, should be of a reasonable duration. As a guide, more than two 15-minute breaks per 7.5 or 8-hour workday would be considered excessive. Employees who do not take breaks are not permitted to either shorten the workday or to receive any form of overtime compensation or compensatory time off. Breaks are not to be taken in conjunction with meal periods.

#### **TARDINESS**

- Arrival at the workstation late, either at the start of the workday or when returning from a lunch break, constitutes tardiness. For example, if employees are expected to report to a specific location at 8:00a.m. being in the building or parking lot at 8:00 a.m. does not meet the requirements for reporting to work on time.
- Employees, who know in advance that they will be unavoidably late for work, should notify their supervisor before the work day begins.

**ABSENCES** from the work-site are recorded on the Time & Accrual record and defined as follows:

**Scheduled Absence**

Time off requested in advance and approved by supervisor using appropriate leave credits.

**Unscheduled Absence**

An absence not requested and not approved in advance, such as sick call, inclement weather, transportation, personal or family emergency, etc. An employee must call in within two hours of the scheduled workday: shift workers may be required to call in prior to beginning of shift. A call-in provides the supervisor with the information necessary to schedule the workday but, of itself, does not automatically create an approval to charge leave accruals.

### **Unauthorized Absence**

Failure of an employee to appear for a regularly scheduled work assignment or to notify a supervisor/designee of the employee's inability to work (no call/no show, late call-in) within the established time frames. This type of absence usually results in lost pay and may also result in disciplinary action.

### **OVERTIME**

Employees are paid at a time and one-half rate for hours they are required to work in excess of 40 hours in a work week. Employees whose normal workweek is 37 ½ hours will accrue compensatory time for hours they are required to work from 37 ½ to 40 hours per week and will be paid at time and one-half rate for any hours over 40 worked in a work week.

### **Overtime Provisions for CSEA and PEF Represented Employees**

When mandatory overtime is worked in the 40-hour workweek, both scheduled and unscheduled absences charged to sick leave accruals are considered time worked.

When voluntary overtime is worked, a scheduled absence charged to sick leave accruals is considered time worked, but an unscheduled absence charged in that week to sick leave accruals is not considered time worked.

See **Overtime Policy** for more details related to provisions for approval of overtime.

### **Special provisions:**

Absences up to 4 hours for **breast cancer screening** for both genders are excused absences without charge to accruals although employees must provide documentation for the absence.

Similarly, absences of up to 4 hours for **prostate cancer screening** are excused absences without charge to leave accruals subject to documentation.

### **HOLIDAYS**

**General Guidelines:** The following holidays are granted as days off with pay except when they fall on Saturday: New Year's Day, Lincoln's Birthday, Washington's Birthday, Memorial Day, Independence Day, Labor Day, Columbus Day, Election Day, Veteran's Day, Thanksgiving and Christmas. Under the attendance rules a holiday that falls on a Sunday shall be observed on the following Monday. For a holiday which falls on a Saturday an employee shall accrue a compensatory day. The phrase "a holiday observed by the State as an employer" means a holiday on which eligible employees may absent themselves from work with pay without charge to leave credits. An employee is deemed to be observing the holiday if the holiday falls on the employee's regularly scheduled workday and the employee has that day off with pay for hours that correspond to his/her regular work schedule up to a maximum of 7 ½ or 8 hours. Employees required to work on a holiday that falls on a normal work day will receive "holiday pay" for the hours that correspond to their regular work day unless they have filed a "waiver of holiday pay" and by so doing have chosen to receive compensatory time in lieu of holiday pay when they work on such holidays. [Employees may change a waiver (or cancel one) between April 1st and May 15th each year and any such action will apply to all holidays for that year.] There are a few exceptions but generally **holiday pay** is just an extra day of pay (1/10th of the employee's biweekly pay rate) paid two pay periods after the attendance report has been submitted. Exceptions are for veterans who have to work their regular hours on Memorial Day or Veteran's Day (may receive both holiday pay and compensatory

time if they do not have a waiver of holiday pay on file) and for employees who have to work their regular hours on Thanksgiving or Christmas (earn an extra 3/20th of their biweekly pay rate).

When a holiday falls on a full-time employee's regular day off (pass day), he/she is entitled to equivalent time off in lieu of the holiday (holiday leave). Part-time annual salaried employees shall be granted leave with pay for the observance of a holiday if the holiday falls on a normal workday for such employee. They receive time off for the amount of time they are normally schedule to work that day up to a maximum of 8 hours. Part-time employees paid other than on an annual salary basis must have 19 consecutive pay periods in pay status in order to be eligible to observe holidays with pay. Employees who work their regular shift on a holiday that is also their normal pass day will usually be eligible for both overtime pay and compensatory time [NYS Attendance and Leave Manual].

**Special Provisions:**

Collective negotiating agreements contain additional provisions relating to attendance and leave including the special treatment of specific holidays (Veteran's Day, Christmas, and New Years, among them). These agreements as well as the Attendance Rules should be referenced. Employees may review leave provisions in the appropriate agreement at <http://www.goer.state.ny.us/cna/bucenter/index.html>.

In accordance with the agreements some State holidays may be designated "**floating holidays**". In recent years two holidays, Lincoln's Birthday and Election Day, have been defined as "floating holidays". Once so designated, these days are no longer observed as holidays and are to be treated as regular workdays. The "floaters" are credited to employees' leave accruals.

**LEAVE REGULATIONS**

The Leave Regulations applicable to employees in the Classified Service are contained in the NYS State Attendance & Leave Manual, published by the Department of Civil Service, and in the various collective bargaining agreements representing Classified Service Employees.

The SUNY Geneseo Human Resources and Payroll Services Office is responsible or auditing and maintaining leave and accrual records for all State employees and for ensuring compliance with the Attendance Rules for the classified service and appropriate union contracts.