

HR Policy & Practice Proposals
Revised October 1, 2010

Vacation & Sick Leave

- Consolidate personal leave with vacation leave for classified employees.
 - Would add two days to leave accrual rates for classified employees and eliminate the work required to maintain separate personal leave accounts.
 - Some departments provide more flexibility to employees using personal leave than vacation leave which would require some attention.
- Correct leave accrual calculation in People Soft to accrue leave based on “percent of time in pay status” – not “percent of hours worked.”
 - If employees work during the pay period, they are entitled to full leave accrual for the pay period. Employees do not earn leave if they are LWOP or miss an entire pay period of work without paid leave.
 - Current calculation results in fractionally less leave accrual than employees are entitled to receive under policy.
- Permit probationary employees to use vacation leave, subject to supervisory approval. Eliminate six-month waiting period.
- Recognize prior university service immediately upon reinstatement or re-hire. Eliminate two-year waiting period to recognize prior service.

Family Medical Leave

- Add “qualifying adult” to family medical leave policy.
- Eliminate need to submit an FMLA request if an employee has accrued vacation or sick leave (except intermittent leave). Provide notice to employee that FMLA clock is running. Departments may request medical documentation through HR at anytime to verify duty limitations. Would eliminate 75% of FMLA forms.

New Leave-Related Benefits

- Seek approval to permit employees who are retiring to exhaust vacation and sick leave, rather than being paid in a lump sum (as provided in current policy). Most employees perceive this as an incidental retirement benefit (like the ability to cash out 30 days of sick leave). For voluntary resignations and terminations, pay out vacation leave in a lump sum (as provided in current policy) and discontinue practice of permitting such employees to “exhaust” leave, after last day of work.
- Seek approval to provide three months of health insurance during short term disability (after three months of FMLA health insurance), until an employee qualifies for long term disability (which begins after six months of absence). Discontinue practice of paying health insurance benefits in excess of six months during short term disability (which is not permitted under current policy).