

## RECORDING ATTENDANCE

It is very important to maintain a good attendance record. The campus attaches considerable importance to reliable attendance and it is a significant factor in appointment and promotion decisions and daily operation.

## REPORTING OBLIGATION FOR STATE FACULTY & PROFESSIONAL STAFF

- The workweek begins on Thursday and ends at the close of business the following Wednesday.
- Professional Staff and 12 month Faculty are required to submit accurate time records on a monthly basis during their 12 months of obligation
- 10 Month Faculty are required to submit accurate time records during their ten months of obligation (generally, August through May)
- Management Confidential (BU13) and UUP professional and academic staff are required to certify their presence, recording any absences and indicating accruals to be charged on the appropriate attendance record in **SOLAR Time Reporting**.
- Faculty/Professional time reporting and supervisor approvals should be completed between the 1<sup>st</sup> and 10<sup>th</sup> of the following month.  
***Failure to submit time entry in a timely manner, may affect the distribution of an employee's paycheck on a subsequent payday.***

**Falsification of an employee's attendance or time record constitutes a very serious violation and is a basis for administrative action.**

## ACCRUALS FOR STATE FACULTY & PROFESSIONAL STAFF

- Employees are eligible to earn leave credits for the month, when they work and/or charge leave credits for the greater portion of the month (new employees must be on the payroll by the 15<sup>th</sup> of the month in order to earn leave credits for that month).
- Accruals are not advanced, and may not be used before they are earned. Accruals earned in the current month are available to use on the 1<sup>st</sup> of the following month.
- Accrual rates are based on: years of service for full time employees, salary for part time non-teaching professionals, and number of courses taught for part time faculty employees. Please note: Part time faculty employees whose professional obligation is primarily other than teaching classes (e.g., medical and dental faculty) accrue based on salary.
- Professional Staff and 12 month Faculty are eligible to accrue vacation and sick leave credits.
- 10 month Faculty are eligible to accrue sick leave credits only.
- Professional employees may use/charge accruals in increments of as little as ¼ day.

## ANNUAL (Vacation) DAYS FOR STATE FACULTY & PROFESSIONAL STAFF

- Annual leave can be used in lieu of sick leave, but sick leave cannot be used in lieu of annual leave.
- Vacation accruals may exceed 40 days during the calendar year, however no more than 40 days will be forwarded to the NEW calendar year.
- The maximum payment for vacation accruals upon separation from State service is 30 days.
- Employees wishing to use vacation/holiday credits must have advance approval.

## 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.
- Absences due to illness must be reported to the supervisor as soon as possible.
- Sick related absences of 5 days or more require medical documentation to be submitted upon return to work.
- Employees may use up to a maximum of 30 days per year (July 1—June 30) of their accumulated sick leave, for absences necessitated by a death or illness in the employee's immediate family.
- FMLA leave should be requested for extended periods of sick related absences.
- Absences attributable to approved FMLA leave (Family Medical Leave Act) must be documented as such on an employee's time entry.
- Employees on a sick related/medical leave for an extended period of time, must submit medical documentation to HRS periodically. When an employee is able to return to work, they must submit medical documentation to HRS (48 hours before the scheduled return to work date) which clears the employee to return to full duty.

**IMPORTANT: SAVE YOUR SICK DAYS.** Unused sick leave accruals can be converted into a monetary value to offset out-of-pocket health insurance premiums during retirement.

## MEAL PERIODS AND BREAKS

- It is the responsibility of the supervisor and/or the department head to establish the scheduled time during which meals/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, 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 open an office at 8:00 a.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, even if such absence is subsequently approved or authorized and charged to leave credits. Examples: sick call, inclement weather, transportation, personal or family emergency, etc.  
CALL INS - An employee must call in within two hours of the scheduled work day: shift workers may be required to call in prior to beginning of shift.

### 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 leave without pay and may also result in administrative action.

## LEAVE REGULATIONS

THE LEAVE REGULATIONS APPLICABLE TO EMPLOYEES IN THE PROFESSIONAL SERVICE ARE CONTAINED IN ARTICLE XIII OF THE POLICIES OF THE BOARD OF TRUSTEES FOR MANAGEMENT CONFIDENTIAL (BU #13) EMPLOYEES AND IN ARTICLE 23 OF THE AGREEMENT BETWEEN THE STATE AND THE UNITED UNIVERSITY PROFESSIONS, WHICH COVERS EMPLOYEES IN THE PROFESSIONAL SERVICES NEGOTIATING UNIT.

## CONTACTS

WEST CAMPUS TIME & ATTENDANCE IS RESPONSIBLE FOR MAINTAINING LEAVE AND ACCRUAL RECORDS FOR ALL HSC AND WEST CAMPUS STATE PROFESSIONAL EMPLOYEES, ENSURING COMPLIANCE WITH THE POLICIES OF THE SUNY BOARD OF TRUSTEES AND UNION CONTRACTS. WE ARE HERE TO ASSIST WITH QUESTIONS CONCERNING ACCRUAL RATES, BALANCES, SICK LEAVE ENTITLEMENTS, AND APPROPRIATE USAGE OF LEAVE CREDITS.

**Kathy Griesbeck**, Manager  
631-632-6181, Fax 631-632-4989

Kathy.Griesbeck@stonybrook.edu

**Lorraine Berry**, Assistant Manager  
631-632-6189, Fax 631-632-4989

Lorraine.Berry@stonybrook.edu

**Des Jessop**  
631-632-6181, Fax 631-632-4989

Desiree.Jessop@stonybrook.edu

**Betsy Leon**  
631-632-6154, Fax 631-632-4989

Betsy.Leon@stonybrook.edu

OCTOBER 2008



## HUMAN RESOURCE SERVICES

TIME & ATTENDANCE  
GUIDELINES  
FOR  
STATE  
FACULTY AND  
PROFESSIONAL STAFF  
(HSC & WEST CAMPUS)

### LEAVE REGULATIONS/GUIDELINES

### SICK LEAVE

### MEAL PERIODS AND BREAKS

### TARDINESS

CONTACT INFORMATION  
AND  
LEAVE REGULATIONS