LLE INSTRUCTION 1420K

SUBJECT:       LLE SCHEDULING AND REPORTING OF ABSENCES

REFERENCE:   a. UR Personnel Policy 345 (Vacation)

ENCLOSURES:  (1) Vacation Request
             (2) Unplanned Absence Report

1. Purpose: To promulgate procedures for requesting vacation and for reporting unplanned absences such as sickness and family emergency. Sick leave and long-term disability benefits are covered in detail by UR Personnel Policies 339 and 265, respectively, and are not subjects of this instruction.

2. Discussion:

a. Absences. University policy requires each employee to notify his or her supervisor of unplanned absences and to receive supervisor approval for planned absences (i.e., vacation). Employees who are absent without previous permission or notification are subject to disciplinary action, including termination.

b. Vacation. Vacation is a benefit of University employment and should be taken as accrued. Vacation is accrued at the following rates, where a “day” of vacation means time off equal to one-fifth the staff member’s standard weekly work hours:

   Non-Exempt Staff:

<table>
<thead>
<tr>
<th>Years at UR</th>
<th>Annual Vacation Entitlement</th>
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</thead>
<tbody>
<tr>
<td>1 to 3</td>
<td>15</td>
</tr>
<tr>
<td>4 to 12</td>
<td>15 + 1 for each year of service</td>
</tr>
<tr>
<td></td>
<td>over three</td>
</tr>
<tr>
<td>13 to 17</td>
<td>25</td>
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<tr>
<td>18 to 22</td>
<td>27</td>
</tr>
<tr>
<td>23 and over</td>
<td>30</td>
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Professional, Administrative, and Supervisory (PAS) Staff in salary grades 50-54 hired (or promoted from non-exempt status) prior to 1 January 1996, and salary grade 55 (regardless of hire date):

<table>
<thead>
<tr>
<th>Years at UR</th>
<th>Annual Vacation Entitlement</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 to 17</td>
<td>25</td>
</tr>
<tr>
<td>18 to 22</td>
<td>27</td>
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<tr>
<td>23 and over</td>
<td>30</td>
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</tbody>
</table>

Professional, Administrative, and Supervisory (PAS) Staff in salary grades 50-54 hired (or promoted from non-exempt status) on or after 1 January 1996:

<table>
<thead>
<tr>
<th>Years at UR</th>
<th>Annual Vacation Entitlement</th>
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</thead>
<tbody>
<tr>
<td>1 to 3</td>
<td>17</td>
</tr>
<tr>
<td>4 to 6</td>
<td>20</td>
</tr>
<tr>
<td>7 to 17</td>
<td>25</td>
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<tr>
<td>18 to 22</td>
<td>27</td>
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<tr>
<td>23 and over</td>
<td>30</td>
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</table>

LLE Faculty and Faculty-Equivalent Staff, including Research Engineers, Research Associates, Scientists, and Senior Scientists:

<table>
<thead>
<tr>
<th>Years at UR</th>
<th>Annual Vacation Entitlement</th>
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</thead>
<tbody>
<tr>
<td>1 to 22</td>
<td>27</td>
</tr>
<tr>
<td>23 and over</td>
<td>30</td>
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</table>

Examples:

A new employee hired as a Secretary IV (non-exempt), regardless of hire date, would be entitled to 15 days of vacation per year.

A new employee hired as an Administrative Assistant (PG51) after 1 January 1996 would begin with an annual vacation entitlement of 17 days.

An Administrative Assistant (PG51) with six years of service, hired before 1 January 1996, would retain a 25-day vacation entitlement per year.

A Secretary IV (non-exempt) with six years of service, promoted to Administrative Assistant (PG51) after 1 January 1996, would see an increase in annual vacation entitlement from 18 days to 20 days.

It is the responsibility of individual employees and their respective Division Directors to schedule vacation to assure that allowable accruals are not exceeded and that Laboratory operations can be supported.

c. Carry-Over. The total accruals in excess of one year’s vacation will be lost if not taken by 31 December of each year.
d. **Absence reporting.** Absences will be accounted for as they are incurred, and exempt employees will receive a monthly statement of their vacation transactions and balances (non-exempt employees now receive this information on their pay stubs).

3. **Procedures:**

a. **Requesting Planned Absences.** Planned absences, i.e., vacation, must be approved in advance. To request vacation, employees should submit written requests using the multi-part Vacation Request Form [enclosure (1)]. Vacation days must be taken in either half-or full-day increments. For accounting purposes time periods between two and four hours will count as one-half day and periods between six and eight hours will count as a full day. Vacations of more than two days require Division Director approval on the recommendation of the immediate supervisor and Group Leader (the Laboratory Director must approve Division Director vacation requests). Vacations of two days or less require Group Leader’s approval on the recommendation of the immediate supervisor. Vacation requests should be submitted at least one month in advance for vacations of one to two weeks’ duration and three months in advance for vacations of greater than two weeks’ duration. When approved, the original of the Vacation Request Form will be forwarded to the Administrative Division for absence accounting. One copy will be retained by the individual authorized to approve the request and one copy will be returned to the individual initiating the request.

b. **Managing Planned Absences.** Group Leaders are responsible for managing the absences of their assigned personnel. Absences should be managed so as to assure that Laboratory operations can be sustained and to assure that every employee is afforded an opportunity to use their allowed vacation time. Every effort should be made to honor employee preferences; however, this should not be done at the expense of jeopardizing critical operations and commitments. Vacations must be managed to spread out the absences of employees with similar capabilities and to prevent a “year-end rush” to take vacation to prevent its loss.

c. **Reporting Unplanned Absences.** Employees must notify their supervisor as soon as possible if they are to be absent or tardy. This notification shall include the reason for and expected duration of their absence. The supervisor, in turn, will complete an Unplanned Absence Report [enclosure (2)] and submit it to the Administrative Division for absence accounting.

d. **Absence Reports.** The Administrative Division will maintain a database that shows vacation, absence, and business travel transactions using the inputs of enclosures (1) and (2) and travel transaction submitted in accordance with LLEINST 1950. Each exempt employee will receive a monthly Individual Vacation Status Report that shows the transactions over the last month together
with the vacation. Each Division Director will receive a quarterly Composite Absence/Status Report for their information.

4. Responsibilities

a. Employees

(1) Notify supervisors of unplanned absences and anticipated tardiness as soon as possible giving the reason and expected duration.

(2) Receive written authorization for vacation by submitting enclosure (1) to their supervisor.

(3) Plan and coordinate taking the yearly vacation entitlement with their supervisor so as to minimize disruptions in operations.

b. Supervisors

(1) Endorse Vacation Requests and forward them for approval.

(2) Plan and coordinate the timing of employee vacations to minimize disruptions in operations and ensure that employees are afforded the opportunity to take their entitled vacation.

(3) Submit an unplanned absence report to the Administrative Division for all unplanned absences of employees reporting to them.

c. Group Leaders

(1) Approve employee vacation requests for two days or less.

(2) Endorse vacation requests for greater than two days and forward them to the Division Director for approval.

(3) Plan and coordinate the timing of employee vacations to minimize disruptions in operations and ensure that employees are afforded the opportunity to take their entitled vacation.

d. Division Directors

(1) Approve employee vacation requests for greater than two days, returning a copy of the approved request to the employee and forwarding the original to the Administrative Division.

e. Assistant Administrator

(1) Maintain an absence transaction and accrual database using vacation requests and unplanned absence reports.

(2) Prepare and distribute monthly individual vacation status reports to exempt employees.

(3) Prepare and distribute quarterly composite absence/accrual status reports to the Division Directors.
f. **Programmer/Analyst**

(1) Manage the administration of LLE’s scheduling and reporting of absence procedures.

Robert L. McCrory  
Director
Vacation Request

Date ____________________

Name ____________________ Division ____________________

Days requested (minimum of 1/2 day) ____________________

From: ____________________ (time) ____________________ (date)  To: ____________________ (time) ____________________ (date)

Address/phone where you may be reached during your absence:

Address: ____________________

________________________________________

________________________________________

Phone: ____________________ ( ) ____________________

Remarks: ____________________

________________________________________

________________________________________

Recommended: Yes/No ____________________ (Supervisor) ____________________ (date)

Yes/No ____________________ (Group Leader) ____________________ (date)

Approved: Yes/No ____________________ (Group Leader for up to 2 days or Division Director for more than 2 days) ____________________ (date)

Distribution: WHITE-Admin Div • YELLOW-Approver • PINK-Requester
Unplanned Absence Report

Date ________

This is to report an unplanned absence for

Name: ____________________________

Division: _________________________

Date/Time of Absence:

From: ________ ________ to ________ ________

(time) (date) (time) (date)

Reason for Absence: __________________________________________

______________________________________________________________

______________________________________________________________

Date and time employee notified you of absence:

______ ________

(time) (date)

Absence Report Submitted by:

____________________

(Supervisor) (date)

Distribution: WHITE-Admin Div • YELLOW-Supervisor • PINK-Employee