

OTHER LEAVE AND TIME KEEPING CATEGORIES

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| Authority: | Chancellor |
| History: | Revised and Reformatted, January 1, 2007; supersedes former Policy No. HR 2.10F |
| Source of Authority: | UNC Policy 300.3.1[R] |
| Related Links: | Office of State Personnel Manual |
| Responsible Office: | Human Resources |

I. Purpose

The purpose of this policy is to offer guidelines on time keeping categories that are not otherwise covered in separate policies.

II. Scope

All EPA and SPA employees holding permanent, probationary, trainee, and time-limited appointments are covered under this policy, except where indicated otherwise. Temporary, intermittent, or part-time (less than half-time) EPA and SPA employees are not covered under this policy, except for the policies regarding breaks and work-time.

III. Policy

This policy includes timekeeping categories not covered in the Vacation Leave, Bonus Leave, Sick Leave, Community Service Leave, Military Leave, and Holiday policies. Any type of leave or holiday time, although paid time, is not considered as work time for the purpose of determining overtime. The following categories are tracked on either Form HR08.210 or HR08.210A.

A. Adverse Weather

This section of the policy applies whenever weather makes travel to or from the university hazardous. Employees may use vacation leave or accrued comp time. With supervisory approval, if no vacation leave or comp time is available, the time away may be recorded as comp time with a negative balance carried forward to the next month. Such comp time lost due to adverse weather must be made up within 12 months.

To avoid overtime, time should be made up during a week when the employee does not work a full 40 hours. Exceptions are allowed if management approves the overtime in response to a bona fide need for work in excess of 40 hours. If

the time lost to adverse weather is not made up within 12 months, the negative balance will be charged to vacation leave or leave without pay.

For policy on weather that results in the university being closed, see Section “S” “University Closings for Emergency Reasons” in this policy.

B. Blood, Bone Marrow, and Organ Donorship

1. Donation of Blood and Bone Marrow

Time donating whole blood, pheresis procedure and bone marrow transplant is recorded by giving reasonable time off during regular working hours. It is paid and recorded as hours worked. It is not counted as work time for determining overtime.

2. Reaction

Time lost due to adverse physical reactions resulting from subsection (1) above is recorded as either sick or vacation leave.

3. Donation of Organ

Up to thirty days of paid leave may be granted for Organ Donation. Contact Human Resources for additional information

C. Breaks

Breaks are not required, but one 15-minute paid break during any work period of four consecutive hours may be permitted as operational requirements and working conditions warrant. Full-time employees may generally take one 15-minute paid break during the first half of their shift (prior to the meal period) and one 15-minute break during the second half of their shift (after the meal period). Breaks may not be combined with the meal period itself or with another break, may not be used in order to report to work late or leave early, and may not be used in conjunction with any type of leave. Breaks may not be accrued; if not taken during specified time frames, breaks are lost. It is counted as regular paid work time.

D. Call-Back Time

Call-Back Time applies when an employee is called back to the university for an emergency outside regular working hours. “Extra time” begins when the employee receives the call and includes reasonable travel time to work. “Extra time” terminates when the work is completed and the employee leaves the university. Extra time is recorded as hours worked in column two of form HR2.10.

Call back time is recorded as comp time earned. The employee is guaranteed a minimum of 2 hours paid time. If time worked is less than 2 hours, the difference between the 2 hour minimum and time actually worked is classified as call-back

time. Any hours classified as call-back time do not count when determining overtime.

E. Catastrophic Weather

See Section "S" "University Closings for Emergency Reasons" in this policy.

F. Civil Leave

Civil Leave is applied when an employee must report for jury duty or is acting as a third party witness under subpoena. Civil leave time is recorded as regular hours not worked/other (C-timesheet). It is paid as regular time. It is not counted as work time for determining overtime. The employee must provide a copy of the official summons to the supervisor when time-off is requested.

G. Disaster Service Leave

Disaster Service Leave applies when the employee is a certified disaster service volunteer of the American Red Cross and the employee is requested by the American Red Cross to participate. The disaster must be within the United States and designated as Level III or higher by the American Red Cross. Leave with pay may be granted, not to exceed 15 workdays in any 12-month period, with supervisory approval. The decision to grant leave rests in the sole discretion of management based on the work needs of the university. It is not counted as work time for determining overtime.

H. Educational Leave/Time Off

Educational Leave/Time Off applies to academic courses taken for credit or for non-credit at an accredited educational institution. Educational leave with pay is limited to one course per academic term, not to exceed five credit hours. Also, see Training Opportunities in section XVIII of this policy.

1. Required courses are recorded and paid as time worked. Time used for required classes is counted as work time for determining overtime.
2. Job-related courses which are not required may be recorded and paid as Educational Leave (ED). Time used for classes which are not required is not counted as work time for determining overtime.
3. Courses which are part of a degree program that is mutually beneficial to the employee and to the university may be recorded and paid as Educational Leave (ED). It is not counted as work time for determining overtime.
4. For courses of general interest or as a part of a degree program that is not mutually beneficial, the time will be recorded as vacation, comp time, time without pay, or the employee may make up the time lost. It is not counted as work time for determining overtime.

I. Emergency Services

Employees who lose work time by participating in volunteer emergency and rescue services within a limited area in response to real or eminent danger to life or property, as requested by the Chancellor or civil authorities during extreme emergencies, receive regular pay. It is not counted as work time for determining overtime. Work time lost for non-emergency community services outside of the Community Services Leave policy (see policy 08.214) must be charged to a leave account or made up, with supervisory permission. Also see Section VIII of this policy "Disaster Services Leave."

J. Extra Time

Extra Hours are worked outside of the regular work schedule (see also policy 08.211 on Overtime and Compensatory Time). Extra hours that are worked by wage/hour subject SPA employees are recorded as extra hours worked/comp time earned. (If an employee takes 8 hours of vacation leave or a holiday early in the week and works extra hours during the remainder of the week, the first 8 hours of extra time would be compensated at straight time.)

Extra time worked by wage/hour exempt SPA or EPA employees may be recorded as extra time if Form HR 2.10 is used. Comp time earned is at discretion of supervisor or department head, but may not exceed an hour-for-hour basis when accrued as comp time. It is counted as work time for determining overtime.

K. Family Medical Leave Act/Family Illness Leave

Eligible employees will be granted up to 12 workweeks' leave (with or without pay) during any 12-month period for eligible family medical leave purposes in accordance with the Federal Family Medical Leave Act of 1993. (See policy number 08.225.) Under the State Family Illness Policy, an additional 12 months leave (with or without pay) may be granted for the illness of certain family members. (See policy 08.226)

FMLA and Family Illness are leave entitlements subject to certain restrictions; however, they do not provide additional paid leave hours. An approved employee must still use vacation or sick leave balances to remain in paid status.

L. Leave without Pay

Employees may request leave without pay for education, vacation, or any other reason deemed justified by the department head, generally not to exceed 12 months. Requests must be approved in advance by the employee's department head and Human Resources (for SPA and EPA employees) and by the Vice Chancellor for Academic Affairs for Faculty. An employee absent from work without approved vacation or sick leave may be involuntarily placed on leave without pay, and in some cases may be terminated for unavailability for work when leave is exhausted. Any employee overdrawn on vacation or sick leave as of December 31 will be placed on leave without pay for the number of overdrawn hours on the next available payroll (usually February).

M. Meal Periods

If the meal period is at least 30 minutes long and the employee is completely free from assigned work, it is not counted as work time. Employees assigned to work a 6-hour or longer shift *must* be scheduled for at least a 30-minute meal break during the shift.

If an employee is required (or permitted) to take a meal period at the work station and is required to work while eating, it is counted as work time, including for determining overtime.

N. Military Leave

See new Military Leave Policy 08.218.

O. On-Call Time

The On-Call policy applies when a designated wage/hour subject employee is required to wear a pager or remain near a telephone for call-back to the university during non-working hours. The department must first work with Human Resources to designate a position as eligible for “on-call status.” Further the department must designate the exact hours of each on-call assignment.

Skilled Trades, Information Technology, and Medical occupations are compensated at \$3.00 for each on-call hour. Other occupational categories are compensated at \$2.00 for each on-call hour. On-call compensation is not paid for hours when the employee is in a call-back or pay status.

On-Call hours are not counted as work time for determining overtime. On-Call hours must be recorded on the timesheet (Form 08.210).

P. Shift Premium Time

Shift Premium Time applies when an employee is regularly scheduled (or substitutes) to work on an evening or night shift where more than half the work shift falls between 4 p.m. and 8 a.m. Generally, this applies to SPA employees up to and including salary grade 69, however, this salary grade maximum of 69 does not apply to information technology employees.

A paid shift premium (10% of regular pay rate) is given in addition to the regular pay rate for each hour worked. Shift premium is not paid for hours not actually worked such as vacation leave, sick leave, holidays, and other paid time not construed as work time. Shift premium is not paid to temporary employees.

Shift premium hours must be recorded on the monthly timesheet (Form 08.210).

Q. Training Opportunities

For an employee’s time to be counted as a Training Opportunity, the activity applies generally to workshops or seminars, usually for non-credit and of short

duration. See 08.410 for complete information on training and development opportunities.

1. Required. Where training is required by a supervisor to assist an employee in gaining skills in their current job, it is recorded and paid as hours worked. It is counted as work time for determining overtime.
2. Related. Where the training is related to the employee's current position or to the position's classification series, it is recorded and paid as hours worked. It is counted as work time for determining overtime.
3. Enhance. Where the training will enhance the employee's career opportunities (as part of the employee's personal goals discussed in his or her work plan), it is recorded and paid as hours worked. It is counted as work time for determining overtime.
4. Sponsored. Where the training involves non-academic courses which are sponsored by UNCW for general information (such as PREPARE, Sexual Harassment, Drugs & Alcohol Abuse), it is recorded and paid as hours worked. It is counted as work time for determining overtime.
5. General and Separate. Where the training consists of general non-academic courses of interest, but is not a part of the employee's work plan or career goals, it is recorded as vacation, comp time, time without pay; or the employee may make up the time lost. It is not counted as work time for determining overtime.

R. Travel Time for SPA Employees

1. Commute. No compensation is allowed for time spent commuting to and from work, except for one-way travel to work on call-back.
2. Site to Site. Time spent traveling from one work site to another work site during regular working hours is recorded and paid as work time. It is counted as work time for determining overtime.
3. Driving Time. Time spent driving a motor vehicle when traveling for the state, except for meal time, is recorded and paid as work time. This policy applies during regular working hours and also outside regular working hours. It is counted as work time for determining overtime.
4. Passenger Time. Time traveling as a passenger while on state business as follows:
 - a. During regular working hours, including hours worked on corresponding hours on non-working days, the time is recorded and paid as work time. It is counted as work time for determining overtime.

- b. Outside of regular working hours, the time is recorded and paid as regular time, but not counted as work time. It is not counted as work time for determining overtime.

S. University Closings for Emergency Reasons

As weather or other emergency situations require, the Chancellor may elect to close the university. The exact hours of the official closing will be communicated by email, by telephone bulletin, and via the WEB. During times of emergency closings, only specifically designated emergency personnel are allowed to remain at the university.

Permanent, probationary, trainee, and time-limited employees are compensated as follows during the hours of official closings:

1. Employees not working:

Receive regular pay.

2. Wage-Hour Subject Employees Who Are Working:

Receive regular pay, plus all hours worked are paid in accordance with the extra-time worked policy. Generally meal-time breaks and designated uninterrupted sleep times are not compensated.

3. Wage-Hour Exempt SPA Employees Who Are Working:

Receive regular pay, plus all hours worked are paid on an hour for hour basis. Generally meal-time breaks and designated uninterrupted sleep times are not compensated.

4. Wage-Hour Exempt EPA Employees Who Are Working:

Receive regular Pay. Time off during emergency situations outside the period that the university is officially closed is treated according to the Adverse Weather Policy (Section II of this policy).

T. Voluntary Shared Leave

Employees may donate unused vacation leave to another employee who would otherwise lose salary because of a major medical illness (see Policy 08.220)

U. Work Time

All time during which an employee is required or permitted to work which generally includes all hours from the beginning to the end of the workday (including 15-minute breaks), except for periods when the employee is relieved of all duties for meal periods or other absences covered by approved leave, is recorded and paid as regular hours worked. It is counted as work time for determining overtime.