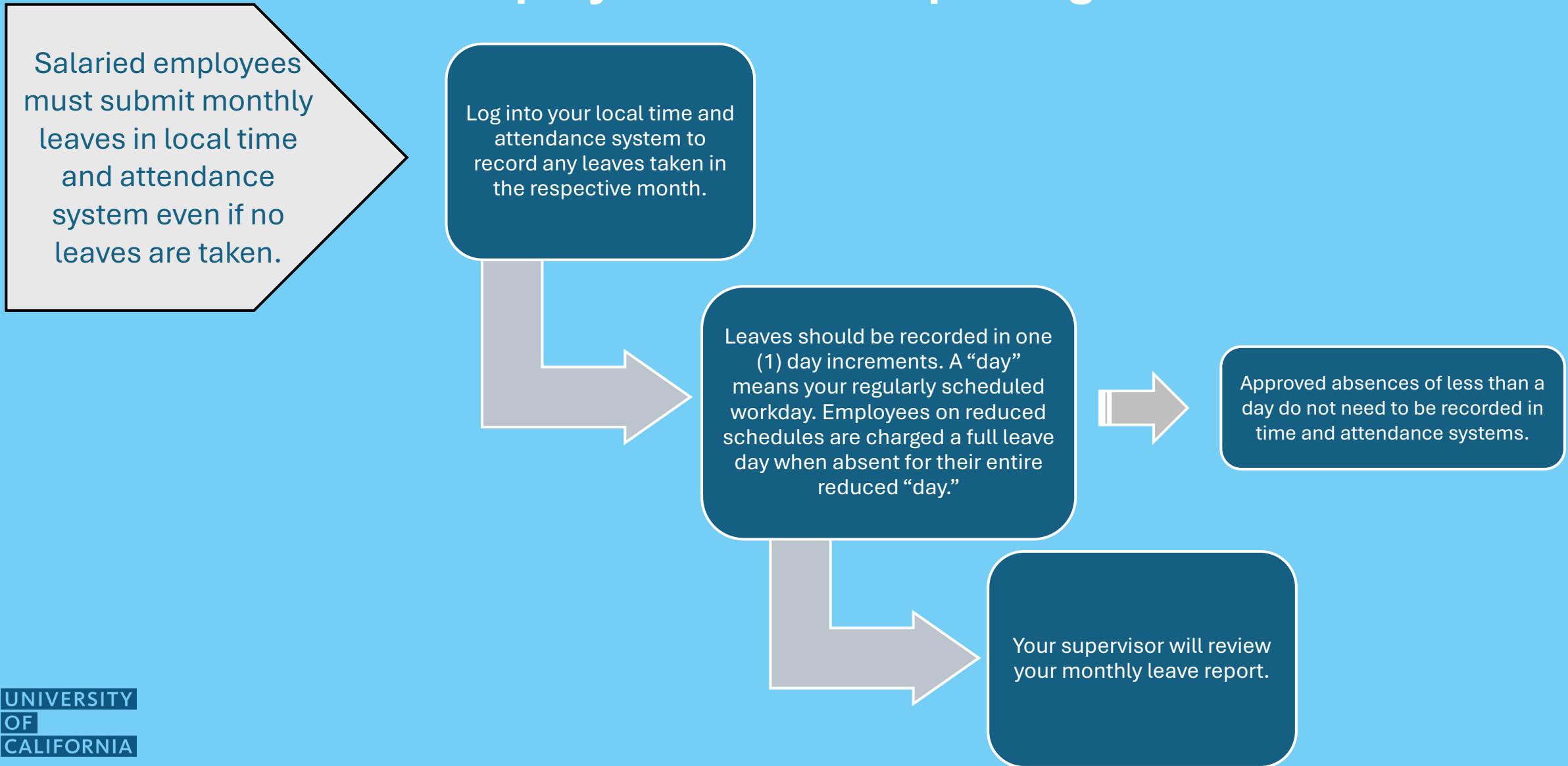

Navigating Time and Attendance as an ASE, GSR, Postdoctoral Scholar, and Academic Researcher

Navigating Time and Attendance: Salaried Employees Leave Reporting Overview



Navigating Time and Attendance: Non-Exempt Employees Leave Reporting Overview

Non-exempt employees and exempt hourly employees must submit biweekly timesheets in local time and attendance system.

Log into your local time and attendance system to record hours worked and any leaves taken in the respective biweekly pay period.

Time and attendance should be reported to the nearest quarter hour.

Your supervisor will review your biweekly timesheet.

Navigating Time and Attendance: GSR Leave Reporting

GSR Paid Time Off

GSRs with an appointment of at least 25% receive a day per month of **Paid Time Off (PTO)** for every full month of appointed service. PTO will be allocated at a rate of one day per month for every full month of appointed service. A GSR may submit a request to their supervisor to use any available PTO.

Short Term Leave

GSRs are eligible to request up to two (2) days per quarter or up to three (3) days per semester of paid short-term leave for reasons specified in Article 17.C and the Expansion of Paid Short-Term Leave Side Letter.

Long Term Leave

GSRs are eligible for up to eight (8) weeks of paid leave per academic year for leave taken for a qualifying reason.

See [Article 17](#) and the [Expansion of Paid Short-Term Leave Side Letter](#) for short-term and long-term leave guidance and connect with your leave administrator to ensure eligibility.

Navigating Time and Attendance: ASE Leave Reporting

Teaching Assistants

Teaching Assistants submit a monthly leave report to record various leaves such as short-term or long-term leave.

Readers and Tutors

Readers and Tutors must submit biweekly timesheets to record actual hours worked to the nearest quarter hour in each biweekly pay period they are appointed.

Short Term Leave

ASEs are eligible to request up to two (2) days per quarter or up to three (3) days per semester of paid short-term leave for reasons specified in Article 18.C and the Expansion of Paid Short-Term Leave Side Letter.

Long Term Leave

Salaried ASEs are eligible for up to eight (8) weeks of paid leave per academic year for leave taken for a qualifying reason.

See [Article 18](#) and the [Expansion of Paid Short-Term Leave Side Letter](#) for short-term and long-term leave guidance and connect with your leave administrator to ensure eligibility.

Navigating Time and Attendance: Exempt Postdoctoral Scholar Leave Reporting

Postdoc PTO

- Exempt Postdoctoral Scholars with a 100%, 12-month appointment receive 24 days of **Paid Time Off (PTO)** with pay for each 12-month appointment period.
- Appointees with a less than 12-month appointment are eligible for PTO in proportion to the appointment period.
- Postdoctoral Scholars must receive approval prior to using PTO.

Postdoc Sick Leave

- Exempt Postdoctoral Scholars are eligible for up to 12 days of **sick leave** per 12-month appointment period and for less than 12-month appointments they receive the number of days in proportion to their appointment.

General Leave Information

- Postdoctoral Scholars may be eligible for several types of leaves such as Family and Medical Leave (FML), Pregnancy Disability Leave (PDL), etc.
- Postdoctoral Scholars are eligible for the Postdoctoral Paid Family Leave (PPFL). This is an eight (8) week fully paid leave that may be used for eligible reasons.
- *See [Article 12](#) and the [Expansion of Paid Sick Leave Side Letter](#) for leave eligibility and contact your leave administrator to ensure eligibility.*

Navigating Time and Attendance: Non-Exempt Postdoctoral Scholar Leave Reporting

Postdoc PTO

- Non-exempt Postdoctoral Scholars must submit biweekly timesheets to record actual hours worked to the nearest quarter hour and actual hours they are absent from work during each pay period they are appointed.
- Non-exempt Postdoctoral Scholars with a **Personal Time Off (PTO)** bank must obtain approval from their supervisor prior to using PTO.

Postdoc Sick Leave

- Non-exempt Postdoctoral Scholars receive a **sick leave** bank at a proportional rate based on FTE.

General Leave Information

- Non-Exempt Postdoctoral Scholars record PTO to the nearest quarter hour in full day increments and record sick leave use to the nearest hour.
- Postdoctoral Scholars may be eligible for several types of leaves such as Family and Medical Leave (FML), Pregnancy Disability Leave (PDL), etc.
- Postdoctoral Scholars are eligible for the Postdoctoral Paid Family Leave (PPFL). This is an eight (8) week fully paid leave that may be used for eligible reasons.
- *See Article 12 and the [Expansion of Paid Sick Leave Side Letter](#) for leave eligibility and contact your leave administrator to ensure eligibility.*

Navigating Time and Attendance: Exempt Academic Researcher Leave Reporting

Vacation Leave

- Exempt Academic Researchers (Professional Researchers, Project Scientists, Specialists, and Coordinators of Public Programs) with appointments for six (6) months or more accrue two (2) days of **vacation leave** per month for full-time service.
- Academic Researchers appointed less than full-time but at 50% or more, accrue vacation leave at a proportional rate.
- Academic Researchers at less than 50% time do not accrue vacation.
- Academic Researchers must receive approval prior to using vacation leave.

Sick Leave

- Academic Researchers accrue **sick leave** at the rate of one (1)- day per month for full-time service, including leaves with pay.
- Academic Researchers appointed less than full-time accrue sick leave at a proportional rate.

General Leave Information

- Academic Researchers may be eligible for several types of leaves such as Family and Medical Leave (FML), Pregnancy Disability Leave (PDL), etc.
- Leaves generally are taken as block leaves or, in certain circumstances, on an intermittent or reduced schedule basis.
- See *Article 12 and the Expansion of Paid Sick Leave Side Letter* for leave eligibility and connect with your leave administrator to ensure eligibility.

Navigating Time and Attendance: Non-Exempt Academic Researcher Leave Reporting

Vacation Leave

- Non-exempt Academic Researchers appointed less than full-time but at 50% or more, accrue **vacation leave** at a proportional rate.
- Academic Researchers must receive approval prior to using vacation leave.

Sick Leave

- Non-exempt Academic Researchers accrue **sick leave** at a proportional rate based on FTE.

General Leave Information

- Non-exempt Academic Researchers must submit biweekly timesheets to record actual hours worked to the nearest quarter hour and the actual hours they were absent from work during each pay period they are appointed.
- Non-Exempt Academic Researchers must record vacation and sick leave use to the nearest quarter hour.
- Academic Researchers may be eligible for several types of leaves such as Family and Medical Leave (FML), Pregnancy Disability Leave (PDL), etc.
- Leaves generally are taken as block leaves or, in certain circumstances, on an intermittent or reduced schedule basis.
- *See [Article 12](#) and the [Expansion of Paid Sick Leave Side Letter](#) for leave eligibility and connect with your leave administrator to ensure eligibility.*