

## RECORDING ATTENDANCE

It is very important to maintain a good attendance record. SUNY Maritime College attaches considerable importance to reliable attendance and it is a significant factor in appointment and promotion decisions and important to the College's daily operations. When employees present themselves for appointment they do so with the implied or specific understanding that they are ready, willing and able to perform their duties and responsibilities on a regular basis.

## REPORTING OBLIGATION FOR SUNY PROFESSIONAL STAFF

- **Professional Staff are those employees** appointed under the authority of the Policies of the Board of Trustees of the State University of New York at SUNY Maritime College (Unclassified M/C employees, academic employees, and professional employees) and they are required to certify the fulfillment of their professional obligation and record their accruals and charges against them on forms provided by the College.
- Such forms shall be submitted online at [www.suny.edu/time](http://www.suny.edu/time), for review on a monthly basis by the 5<sup>th</sup> day of the month following the month of obligation being reported. Such forms must be certified as accurate by the employee and her/his immediate supervisor or department chair (academic employees). Failure to submit timesheets in a timely manner may create a hold on an employee's paycheck pending submission of their attendance report and/or result in the cancellation of their direct deposit. [**In extreme cases the College will cancel the employee's direct deposit and require that they submit their attendance report(s) before releasing their pay checks**].
- Academic Year Obligation Faculty and College Year Obligation Professional Employees are required to submit accurate attendance reports during their academic year or defined college year obligation (generally, September through May for academic year obligation... and as specified in their appointments for college year obligation employees).
- Employees appointed only as coaches are required to submit accurate time records on a monthly basis during their period of obligation.
- Employees represented by UUP see: [http://www.goer.ny.gov/Labor\\_Relations/Contracts/Current/uuppsnu/NYS-UUP\\_2011\\_2016\\_Agreement.pdf](http://www.goer.ny.gov/Labor_Relations/Contracts/Current/uuppsnu/NYS-UUP_2011_2016_Agreement.pdf) for more information.

## ACCUALS FOR STATE FACULTY & PROFESSIONAL STAFF

- "Professional Staff" employees are eligible to earn leave credits for any month in which they are in paid obligation status the majority of the month. Generally

new employees must be on the payroll by the 15th 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.
- Except for Unclassified M/C employees who immediately earn accruals at the rate of 1.75 days per month (pro rata if part-time), professional staff accruals are based on years of service for full-time employees and on the basis of projected salary for part-time professionals, and number of courses for part-time faculty. [The accrual tables can be found at: [http://www.goer.ny.gov/Labor\\_Relations/Contracts/Current/uuppsnu/NYS-UUP\\_2011\\_2016\\_Agreement.pdf](http://www.goer.ny.gov/Labor_Relations/Contracts/Current/uuppsnu/NYS-UUP_2011_2016_Agreement.pdf) UUP Accrual Rates in effect through 2016.
- Professional Staff (Unclassified Service M/Cs, Academic Employees, and Professional Employees) appointed to calendar year obligations or college-year obligations are eligible to earn both vacation and sick leave credits during their periods of obligation and are entitled to a maximum of 12 paid holidays per year. College-Year Obligation Employees are entitled to holidays that fall within their period of obligation if they are required to work on the holiday.
- Academic-Year-Obligation Faculty employees accrue sick leave credits only.
- "Professional Staff" employees may use/charge accruals in increments of as little as ¼ of a day.

## ANNUAL (Vacation) DAYS FOR PROFESSIONAL STAFF (Must have Calendar Year or College Year Obligation in order to accrue.

- 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

- 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 may at any time require an employee to furnish suitable medical evidence to substantiate a claimed disability...
- Employees may use up to a maximum of 30 days per year from July 2nd - July 1st of the succeeding year 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 Employees on a sick related/medical leave for an extended period of time, must submit medical documentation to HR periodically. When an employee is able to return to work, they must submit medical documentation to HR (48 hours before the scheduled return to work date) which clears the employee to return to full duty.
- Sick leave accruals cannot exceed 200 days.

**Management/Confidential (M/C) Accrual Rates** 1.75 days per month – pro rated for part-time. 1 extra day added on January 2nd each year.

### **UUP Full-Time Accrual Rates:**

1<sup>st</sup> year 1.25 days per month  
2<sup>nd</sup> year 1.33 days per month  
3<sup>rd</sup> year 1.50 days per month  
4<sup>th</sup> year 1.50 days per month  
5<sup>th</sup> year 1.50 days per month  
6<sup>th</sup> year 1.66 days per month  
7<sup>th</sup> year 1.75 days per month (and thereafter)  
1 extra day added on January 2<sup>nd</sup> each year.

### **UUP Part-Time Teaching Faculty Rates:**

1 course ¼ day per month  
2 courses ½ day per month  
3 courses 1 day per month (3+ courses the same)

If it is more than 1 course (e.g. 2 sections of the same course or a course plus a lab), it is treated as 2 and the same add on exists if the base is 2 courses.

**UUP Part-Time who don't teach** based upon projected annual earnings (accruals rates below are as of 7/1/2011 – see UUP Agreement for 7/1/2016 criteria):

¼ day per month if earning project to below \$13,244  
½ day per month projected earnings \$13,244 to \$19,981  
1 day per month projected earnings of \$19,982 to \$26,718  
1 ¼ days per month project earnings of \$26,719 or higher

### **Special provisions:**

Absences up to 4 hours for breast cancer screening for both genders are excused absences without charge to accruals although employees may be required to provide documentation for the absence.

Similarly, absences of up to 4 hours for prostate cancer screening are excused absences without charge to leave accruals subject to documentation.

## Holidays

Calendar year or college year obligation employees shall be eligible to observe the following days prescribed by law as holidays: New Year's Day, Martin Luther King Jr. Day, Lincoln's Birthday, Washington's Birthday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veteran's Day, Election Day, Thanksgiving Day and Christmas Day. Part-time employees employed on a fee-for-service, per diem, or hourly basis must have a regular obligation of at least one day a week to be considered eligible for holidays.

**The President has designed Lincoln's Birthday and Election Day as floating holidays.** Once so designated, these days are no longer observed as holidays and are to be treated as regular workdays. The "floaters" are credited to employees' leave accruals the day following the floating holiday. **The President has designated that the Election Day floater will be observed the Friday after Thanksgiving.** Employees may use the Lincoln's Birthday floater as they wish, with the approval of their supervisor, but it must be used before the commencement of the next academic year.

If a holiday falls on a Saturday or an employee's pass day the employee shall be granted a compensatory day. An employee who is required to work on a holiday will be credited with a compensatory day except that if the employee is required to work on Thanksgiving or Christmas will be credited with one day and a half compensatory days off. [Holidays that fall on Sunday are generally observed on the following Monday.]

When employees do not work on a holiday they should so indicate their absence in the "Days Off" section of the Attendance Report and not do anything with it in the "Accrual/Charges section. If they work on the holiday, or if the holiday falls on a Saturday, or pass day, they enter it as an accrual which may then be charged that month, or in a subsequent month, but must be used within a year of when it is earned. [Note: employees are expected to work on the two floating holidays and they will add these floaters in the months in which they are earned]. College-Year-Employees are only eligible to observe or accrue holidays that occur during their period of obligation.

***College Year and Calendar Year Obligation employees should note that they or their estate can be paid for up to 30 days of vacation credits upon separation from service. However, holiday credits not used within a year, or on the books when you separate from service, are simply forfeited. Therefore, it is usually wise to use holiday credits before using vacation credits unless it is close to the end of the calendar year and an employee has more than 40 days of vacation leave credits on the books that will be reduced to 40 days on December 31<sup>st</sup> each year. If such is the case, the employee may want to reduce the vacation credits and carry the holidays into the next calendar year***

### 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.

The SUNY Maritime College HR Office is responsible for maintaining leave and accrual records for all of SUNY Maritime College's professional employees. It is also responsible for ensuring compliance with negotiated agreements and the Policies of the Board of Trustees. We are here to assist with questions about accrual rates, balances, sick leave entitlements, and appropriate usage of leave credits.

### **IMPORTANT:**

Under current policies employees who are eligible to continue their health insurance in retirement (10 years of eligible service and eligible to retire) may have their sick leave accrual balances converted into a monetary value to offset out-of-pocket health insurance premiums during retirement.

**CONTACT** Human Resources (718) 409-7303

Human Resources  
**MARITIME COLLEGE**  
STATE UNIVERSITY OF NEW YORK

### TIME & ATTENDANCE GUIDELINES FOR

State  
**Faculty and Professional Staff**  
(Unclassified Service)

### LEAVE

### REGULATIONS/

**GUIDELINES** 08/01/2014