

RECORDING ATTENDANCE

It is very important to maintain a good attendance record. Employees are expected to report to work when scheduled and to be on time. The campus attaches considerable importance to reliable attendance and it is a significant factor in probation, promotion decisions and daily operation.

CLASSIFIED SERVICE EMPLOYEES

The workweek for state employees begins on Thursdays and ends at close of business the following Wednesday.

Classified timesheets are due in Payroll by the Monday following payday. Failure to submit timesheets in a timely manner may affect the distribution of an employee's paycheck on a subsequent payday.

- Employees record, on a daily basis the accurate hours worked, including arrival and departure times, both at the beginning and end of the workday and meal period.
- Will soon be required to record all absences, indicating type of leave credits used on a "Biweekly Attendance and Leave Accrual Report [pending time sheet/card revisions].
- May not leave his/her job without supervisor approval unless an emergency health/safety issue exists.
- May charge accruals in increments as little as 15 minutes. You must earn the accruals **before** using them.
- Will accrue leave credits for the pay period only when in a paid status (i.e. working/charging accruals) for 7 out of 10 days each biweekly pay period.
- Accruals are posted at the end of the pay period.
- Must forward signed time sheets to their supervisor for review and certification.

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

ANNUAL (Vacation) DAYS

- New annual salaried employees must be employed and meet eligibility for earning leave accruals for 13 pay periods before annual accruals are available to use.
- Annual leave can be used in lieu of sick leave but sick leave cannot be used in lieu of annual leave.
- Employees who wish to use vacation/holiday accruals must have absence approved in advance by supervisor/department head.
- Employees may accrue in excess of 40 days annual leave during the State fiscal year but they will forfeit annual leave in excess of 40 days (ex. 8 hr. employee—320 hrs. 7.5 hr. employee—300 hrs.) on March 31st close of business, and Security Service negotiating units on September 30th close of business.
- The maximum payment for vacation accruals upon separation from State service is 30 days.

PERSONAL DAYS

- Classified employees are credited with five days of personal leave each year on the employee's "Personal Leave" anniversary.
- Personal Leave is not cumulative.

- Employees must have prior approval from their supervisors for absences charged to personal days.
 - The balance of personal leave remaining expires at the close of business, on the business day immediately preceding the employee's anniversary date.

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.
- The need for absences due to illness must be reported to, and approved by, 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 15 days per calendar 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 such on an employee's time sheet.
- Employees on a sick related/medical leave for an extended period of time, must submit medical documentation to Human Resources periodically. When an employee is able to return to work, they must submit medical documentation to Human Resources (48 hours before the scheduled return to work date) which clears the employee to return to full duty.

MEAL PERIODS AND BREAKS

- It is the responsibility of the supervisor and/or the department head to establish the scheduled time during which meals and 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 report to a specific location at 8:00a.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, such as sick call, inclement weather, transportation, personal or family emergency, etc. An employee must call in within two hours of the scheduled workday: shift workers may be required to call in prior to beginning of shift. [A call-in provides the supervisor with the information necessary to schedule the workday but, of itself, does not automatically create an approval to charge leave accruals.]

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 pay cuts and may also result in disciplinary action.

OVERTIME

Employees are paid at a time and one-half rate for hours they are required to work in excess of 40 hours in a week. Employees whose normal workweek is 37 ½ hours will accrue compensatory time for hours they are required to work from 37 ½ to 40 hours per week and will be pay at a time and one-half rate for any hours over 40 worked in a work week. [For the purpose of determining overtime eligibility, absences charged to accruals are treated as hours worked.]

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.

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.

HOLIDAYS

General Guidelines: The following holidays are granted as days off with pay except when they fall on Saturday: New Year's Day, Lincoln's Birthday, Washington's Birthday, Memorial Day, Independence Day, Labor Day, Columbus Day, Election Day, Veteran's Day, Thanksgiving and Christmas. Under the attendance rules a holiday that falls on a Sunday shall be observed on the following Monday. For a holiday which falls on a Saturday an employee shall accrue a compensatory day. The phrase "a holiday observed by the State as an employer" means a holiday on which eligible employees may absent themselves from work with pay without charge to leave credits. An employee is deemed to be observing the holiday if the holiday falls on the employee's regularly scheduled workday and the employee has that day off with pay for hours that correspond to his/her regular work schedule up to a maximum of 7 ½ or 8 hours. Employees required to work on a holiday that falls on a normal work day will receive "holiday pay" for the hours that correspond to their regular work day unless they have filed a "waiver of holiday pay" and by so doing have chosen to receive compensatory time in lieu of holiday pay when they work on such holidays. [Employees may submit a waiver (or cancel one) between April 1st and April 15th each year and any such action will apply to all holidays for that year.] There are a few exceptions but generally **holiday pay** is just an extra day of pay (1/10th of the employee's biweekly pay rate) paid two pay periods after the attendance report has been submitted. Exceptions are for veterans who have to work their regular hours on Memorial Day or Veteran's Day (may receive both holiday pay and compensatory time if they do not have a waiver of holiday pay on file) and for employees who have to work their regular hours on Thanksgiving or Christmas (earn an extra 3/20th of their biweekly pay rate).

When a holiday falls on a full-time employee's regular day off (pass day), he/she is entitled to equivalent time off in lieu of the holiday (holiday leave). Part-time annual salaried employees shall be granted leave with pay for the observance of a holiday if the holiday falls on a normal workday for such employee. They receive time off for the amount of time they are normally schedule to work that day up to a maximum of 8 hours. Part-time employees paid other than on an annual salary basis must have 19 consecutive pay periods in pay status in order to be eligible to observe holidays with pay. Employees who work their regular shift on a holiday that is also their normal pass day will usually be eligible for both overtime pay and compensatory time [NYS Attendance and Leave Manual].

Special Provisions:

Collective negotiating agreements contain additional provisions relating to attendance and leave including the special treatment of specific holidays (Veteran's Day, Christmas, and New Years, among them). These agreements as well as the Attendance Rules should be referenced. Employees may review leave provisions in the appropriate agreement at <http://www.goer.state.ny.us/cna/bucenter/index.html>.

In accordance with the agreements some State holidays may be designated "**floating holidays**". In recent years two holidays, Lincoln's Birthday and Election Day, have been defined 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.

LEAVE REGULATIONS

The Leave Regulations applicable to employees in the Classified Service are contained in the NYS State Attendance & Leave Manual, published by the Department of Civil Service, and in the various collective bargaining agreements representing Classified Service Employees.

The SUNY Maritime College HR Office is responsible for auditing and maintaining leave and accrual records for all State employees and for ensuring compliance with the Attendance Rules for the classified service and appropriate union contracts.

We are here to assist with questions concerning your accrual rates, balances, sick leave entitlements, and appropriate usage of leave credits.

CONTACT

Human Resources
(718) 409-7303

Human Resources
MARITIME COLLEGE
STATE UNIVERSITY OF NEW YORK

TIME & ATTENDANCE GUIDELINES FOR

STATE

CLASSIFIED STAFF

LEAVE REGULATIONS/GUIDELINES

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