

Recording Attendance

- It is important for employees to maintain a good attendance record, report to work when scheduled, and be on time
- Electronic time records are submitted on a bi-weekly basis and due (submitted and approved) by the Monday after the last day of the reporting period*
- Paper time cards for employees not reporting electronically are submitted on a 4 week (2 bi-weekly period) basis and are due in Time Records by the Monday after the last day of the reporting period*
- Failure to submit time records in a timely manner may affect the distribution of an employee's paycheck on a subsequent pay day

*Hourly employees submit time sheets on a biweekly basis and do not begin to earn accruals until they have worked 19 pay periods at 50% of a full-time schedule or more.

Classified Service Employees

- The work week begins on Thursday and ends close of business on the following Wednesday
- Employees record, on a daily basis, hours worked on an "in" and "out" basis. Classified employees must also report accrual usage on their time record
- The use of an electronic record or a timecard depends on the employee's bargaining unit and department
- Check with your immediate Supervisor in regard to how your time record needs to be completed (electronic or paper time card)
- Time cards are pre-printed and are distributed by your department prior to the start of a new payroll period
- Electronic time records are completed in the SUNY HR Time and Attendance System (TAS). – See TAS section of this brochure for link and training materials

Falsification of an employee's attendance or time record constitutes a serious violation.

Accrual Rates and Time Usage Guidelines

More information about classified leave regulations can be found at: http://www.albany.edu/hr/class_leave.php

Vacation Leave (Annual Leave)

- Classified service employees accrue between 13 and 25 days of annual leave per year, depending on unit, years of service, and date of hire (prorated for part-time employees) which can be used after 13 pay periods of time records eligible status.
- Can use/charge accruals in increments as little as a quarter (1/4) of an hour
- To earn vacation credits, employees must be in full pay status for 7 out of 10 days of their regular schedule in a pay period
- An employee is entitled to payment of up to 30 days of accrued Annual Leave in the event of death, retirement, or separation from State service (prorated for part-time employees)
- As of April 1st (CSEA, PEF, M/C Classified) or October 1st (APSU, NYSCOPBA), vacation balances that are greater than 40 days will be reduced to the 40 day maximum (prorated for part time employees)
- Employees must obtain prior supervisory approval to use vacation credits
- A supervisor may not arbitrarily or unreasonably deny an employee's properly submitted request for vacation time off
- A supervisor may, however, withhold approval when the resulting absence would have a negative effect on departmental operations

Personal Leave

- Classified service employees receive 5 days of personal leave on their hire date and each year thereafter on their personal anniversary date (prorated for part-time employees)
- Personal leave is not cumulative. Any unused personal leave amount expires at the close of business the day before the individual's personal leave anniversary date
- This leave is intended to cover absences for reasons such as religious or personal business and requires pre-approval
- Can use/charge accruals in increments as little as a quarter (1/4) of an hour

Sick Leave

- Classified service employees accrue 13 days of sick leave per year, a half (1/2) day of sick leave for every two weeks on the State payroll (prorated for part time employees)
- Sick leave credits may be accumulated up to a maximum of 200 days (CSEA 225 days)
- Can use/charge accruals in increments as little as a quarter (1/4) of an hour
- Sick related absences of 5 days or more require medical documentation to be submitted
- To earn sick leave credits, employees must be in full pay status for at least 7 out of 10 days of their regular schedule in a pay period
- Sick leave may be used to stay home or in a hospital or health care facility to recover from an illness, injury, operation, or childbirth. It is also appropriate for visits to the doctor, dentist or other health practitioners because of illness, emergency, routine examination, or preventive care
- Employees may use up to 15-30 (dependent on bargaining unit) days of accumulated sick leave credits per year for death or illness in the immediate family. Such use is subject to the approval of the supervisor, but approval should not be unreasonably denied
- Employees on a sick related/medical leave for an extended period must submit medical documentation to OHRM periodically
- When an employee is able to return to work, they must submit medical documentation to OHRM which clears them to return to full duty **OR** indicates they are able to work with restrictions. If restrictions are involved, the doctor must note what those restrictions are and how long they are in effect for. This should be submitted in advance of the anticipated return as Time Records will need time to review all restrictions prior to a return to work

IMPORTANT: SAVE YOUR SICK DAYS. Unused sick leave accruals (up to 200 days) may be converted into a monetary value to offset out of pocket health insurance premiums during retirement.

Meal Periods and Breaks

- It is the responsibility of the Supervisor and/or the department head to establish the scheduled time during which meals/breaks can be taken
- The daily meal period for an employee who is working six hours or more must be at least one-half hour and not exceed one hour
- Failure to take a meal period does not permit an employee 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

Absences

Absences from the work site are recorded on the Time Record and defined as follows:

Scheduled absence: Time off requested in advance and approved by the Supervisor using appropriate leave credits

Unscheduled absence: An absence not approved in advance even if such absence is subsequently approved or authorized and charged to leave credits. Examples: sick call in, inclement weather, transportation, personal or family emergency, etc.

Unapproved absence: Failure of an employee to appear for a regularly scheduled work assignment or failure 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 leave usually will result in leave without pay and may also result in administrative action

NOTE ON CALL-INS: An employee must call in within two hours of the scheduled workday. Some employees, including shift workers, may be required to call in prior to beginning of the shift.

Tardiness

- Arrival at the workstation late, either at the start of the workday or when returning from a lunch break, constitutes tardiness
- Employees who know in advance that they will be unavoidably late for work should notify their supervisor before the workday begins

Holidays

- State employees receive 12 paid holidays per year, two of which may be designated as floating holidays for most employees (not PBANYS or NYSOPBA)
- Part-time employees are eligible to observe holidays that fall during their normal work schedule.
- Additional holiday information can be found here: https://www.albany.edu/hr/class_leave.php#holiday

Workers' Compensation and FMLA

- Information on Workers' Compensation and FMLA can be found here: http://www.albany.edu/hr/class_leave.php
- If you have an injury or a qualifying FMLA need (e.g. serious medical condition of your own or a family member, birth, or adoption of a child, etc.), please contact Time Records

Leave Regulations

The leave regulations applicable to employees in the classified service are contained in the New York State Attendance & Leave Manual, published by the Department of Civil Service, and in the various collective bargaining agreements.

The Civil Service Attendance & Leave Manual can be found at: www.cs.ny.gov/attend_leave_manual/

SUNY HR Time and Attendance System (TAS)

- www.suny.edu/hrportal
- Training materials: <https://www.albany.edu/hr/timerec.php>

**Part-time Classified employees working less than 50% are not time and attendance eligible. Bi-weekly time records must be submitted, but accruals and holiday information does not apply.*



UNIVERSITY AT ALBANY

State University of New York

OFFICE OF HUMAN RESOURCES

TIME AND ATTENDANCE INFORMATION FOR
STATE CLASSIFIED STAFF

Time Records Inbox
timerecords@albany.edu