Recording Attendance:
- It is important for employees to maintain an accurate and up-to-date attendance record.

Reporting Obligations:
- Management Confidential Employees are required to submit accurate accrual usage or non-usage information on a monthly basis via the SUNY HR Time and Attendance System (TAS), found here [www.suny.edu/hrportal](http://www.suny.edu/hrportal).
- Management Confidential Employees time reporting and supervisor approvals should be completed by the 6th of the month following the reporting month.
- Hourly Management Confidential employees are required to submit paper timesheets on a bi-weekly basis. In addition to submitting timesheets, hourly employees are required to report any usage or non-usage of accruals in MyUAlbany on a monthly basis. MyUAlbany can be found here: [https://www.albany.edu/myualbany](https://www.albany.edu/myualbany).

Accruals for Management Confidential Staff:
- To accrue leave credits, eligible employees must be in full pay status for such month or major fraction thereof.
- Eligible part-time employees must be in pay status consistent with their part-time service for such month or major fraction thereof to accrue leave credits.
- Accruals are not advanced and therefore must be earned before they can be used.
- Accruals earned during a month are available to use on the 1st of the following month.
- Management Confidential employees may use/charge accruals in increments in quarter (.25, .5, .75, 1).
- All full-time Management Confidential (13) employees accrue 1.75 days of sick and vacation per month. Part-time MC (13) employees accrue on a prorated basis.

Vacation Leave (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 (Jan 1st of every year).
- For part-time MC (13) employees who accrue vacation leave credits on a prorated basis, the maximum accumulation shall also be determined on a prorated basis.
- On January 2nd of each year, one vacation day shall be added to the accrual balance of all full-time M/C employees eligible to accrue vacation leave.
- The maximum payment for vacation accruals upon separation from State service is 30 days (prorated for part-time M/C employees).
- Employees seeking to use vacation/holiday credits must have prior approval from their Supervisor.

Sick Leave:
- Employees are eligible to accrue up to a maximum of 200 sick days.
- Employees may use up to a maximum of 30 days per year (July 2nd - July 1st) of their accumulated sick leave for absences necessitated by a death or illness in the employee’s immediate family.
- Sick leave accruals can be used for medical and dental appointments, sick related absences, and periods of disability. Absences due to illness must be reported to a supervisor as soon as possible.
- Such use is subject to the approval of the supervisor but authorization should not be unreasonably denied. Employees on a sick related/medical leave for an extended period (5 or more days) may be required to submit medical documentation to OHRM to support the absence.
- Employees may not use sick accruals when they are no longer sick/disabled.

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

Tardiness:
- Employees, who know in advance that they will be unavoidably late for work, should notify their supervisor before the workday begins.

Leaves of Absence:

Workers’ Compensation:
- Information on Workers’ Compensation can be found here: [http://www.albany.edu/hr/prof_leave.php](http://www.albany.edu/hr/prof_leave.php)
- Any injury that occurs at work needs to be reported and an official report submitted to HR.

Family Medical Leave Act (FMLA):
- Information on FMLA can be found here: [http://www.albany.edu/hr/fmla.php](http://www.albany.edu/hr/fmla.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.

Paid Family Leave (PFL)
- Information on PFL can be found here: [https://www.albany.edu/hr/prof_leave.php#pfl](https://www.albany.edu/hr/prof_leave.php#pfl).
General Leave Information:

- When an employee is able to return to work following an absence due to illness or injury, including FMLA or Workers Comp leave, they must submit medical documentation to Time Records which clears them of restrictions OR indicates they are able to work with restrictions. This should be submitted in advance of the anticipated return.
- If restrictions are involved, the doctor must note what those restrictions are and how long they are in effect for. Time Records will need to review all restrictions prior to an employee’s return to work.
- Please contact Time Records with questions regarding FMLA, disability, or Workers’ Compensation leaves.

The leave regulations applicable to employees in Professional Service are contained in Article XIII of the Policies of the Board of Trustees for Management Confidential (BU 13) Employees.

SUNY HR Time and Attendance System (TAS)

- [www.suny.edu/hrportal](http://www.suny.edu/hrportal)
- Training materials: [https://www.albany.edu/hr/timerrec.php](https://www.albany.edu/hr/timerrec.php)