

# TIME & ATTENDANCE GUIDELINES FOR FARMINGDALE STATE COLLEGE

## FACULTY AND PROFESSIONAL STAFF

### RECORDING ATTENDANCE

It is very important to maintain a good attendance record. The campus attaches considerable importance to reliable attendance and it is a significant factor in appointment and promotion decisions and daily operation.

### REPORTING OBLIGATION FOR STATE FACULTY & PROFESSIONAL STAFF

- Professional and academic staff are required to certify their presence, recording any absences and indicating accruals to be charged on the appropriate attendance record.
- Professional Staff and Faculty are required to submit accurate time records on a monthly basis during their months of obligation
- Faculty/Professional time forms should be submitted between the 1st and 10th of the following month to the employee's supervisor. These forms must be submitted to the time and attendance office on a monthly basis.
- Failure to submit time entry in a timely manner, may affect the distribution of an employee's paycheck on a subsequent payday.

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

### ACCRUALS FOR STATE FACULTY & PROFESSIONAL STAFF

- Employees, who serve on a full time basis, or qualified part time basis, are eligible to accrue leave credits for each full month of service or major fraction thereof. 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 1st of the following month.
- Accrual rates are based on: years of service for full time employees, salary for part time non-teaching professionals, and number of courses taught for part time faculty employees.
- Professional Staff and 12 month Faculty are eligible to accrue vacation and sick leave credits.
- 10 month Faculty are eligible to accrue sick leave credits only.
- Professional employees may use/charge accruals in increments of as little as ¼ day.

### ANNUAL (Vacation) DAYS FOR STATE FACULTY & PROFESSIONAL STAFF

- Annual leave, in certain circumstances, 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 (January 1).
- 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

- 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.
- 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 of 5 days or more may require medical documentation to be submitted upon return to work.
- Employees may use up to a maximum of 30 days per year of their accumulated sick leave, for absences necessitated by a death or illness in the employee's immediate family.
- Family Medical Leave (FMLA) 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 entry.
- Employees on a sick related/medical leave for an extended period of time must submit medical documentation to HR monthly. 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.

## MEAL PERIODS AND BREAKS

- The daily meal period for employees working more than six hours must be of at least one-half hour duration.
- Failure to take a meal period does not permit employees to shorten the workday.

## TARDINESS

- Employees who know in advance that they will be unavoidably delayed for work, should notify their supervisor before the work day begins.

## ABSENCES

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, even if such absence is subsequently approved or authorized and charged to leave credits. Examples: sick call, inclement weather, transportation, personal or family emergency, etc.

**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 leave without pay and may also result in administrative action.

## **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.