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REVISED

Chief of Human Resources and Development
Change in Process for Requesting and Using Sick, Personal, and Annual Leave

To: All Staff
From: Helen Nixon
Chief Human Resource and Development Officer

With the implementation of Workday, greater flexibility is now possible when employees need to take leave. As a result of agreement reached with most bargaining units, the following outlines a change in the process by which employees must request and use sick, personal, and annual (if applicable) leave effective immediately:

AFSCME Bargaining Unit

The *Master Agreement* requires bargaining unit members to request and use sick leave, personal leave, and annual leave in increments of one (1) hour or more on a whole-hour basis. However, based upon a Memorandum of Understanding signed by Dr. Foose and AFSCME leadership, bargaining unit members may now request and use this leave beginning with one (1) full hour increment and then in increments of one-half hour (.5).

HCAA Bargaining Unit

The *Master Agreement* states that HCAA bargaining unit members must request and use sick leave, personal leave, and annual leave in either half or whole-day increments. However, based upon a Memorandum of Understanding signed by Dr. Foose and HCAA leadership, bargaining unit members may now request and use leave beginning with one (1) full hour increment and then in increments of one-half hour (.5).

AMT Staff

Dr. Foose has provided approval for AMT staff to request and use leave beginning with one (1) full hour increment and then in increments of one-half hour (.5).

HCEA-ESP Bargaining Unit

The *Master Agreement* requires hourly bargaining unit members to request and use sick leave, personal leave, and annual leave in one (1) hour or more whole-hour increments. This practice will remain the same.

For bargaining unit members who are identified as “salaried” for clarification purposes, the *Master Agreement* states that employees must request and use sick, annual, and personal leave in half-day or whole-day increments. However, based upon a Memorandum of Understanding signed by Dr. Foose and HCEA-ESP leadership, salaried bargaining unit members may now request and use leave in one (1)-hour or more whole-hour increments.

HCEA Bargaining Unit

The *Master Agreement* requires bargaining unit members to request and use sick leave and personal leave in half or whole-day increments. However, based upon a Memorandum of Understanding signed by Dr. Foose and HCEA leadership, bargaining unit members may now request and use these leaves in one (1)-hour or more whole-hour increments whenever their primary duties do not require a substitute for the period of time requested.

Manager/Supervisor Approval Responsibilities

Managers/supervisors charged with approving employee leave will be responsible for assuring that the above parameters are strictly followed for each bargaining unit. Managers/supervisors will continue to have the responsibility of determining whether requested leave, other than sick leave, will adversely impact the needs of the system and, if so, leave may be denied. If a manager/supervisor approves leave that is not available to the employee, Workday will apply the absence as an unpaid leave.

For more information, please contact Tim Thornburg, Director of Staff Relations, at 410-313-6759 or Timothy.Thornburg@hcpss.org

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