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Category: Human Resources
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POLICY

It is very important to maintain a good attendance record. SUNY Geneseo attaches considerable importance to reliable attendance and it is a significant factor in appointment and promotion decisions and important to the College's daily operations. When employees present themselves for appointment they do so with the implied or specific understanding that they are ready, willing and able to perform their duties and responsibilities on a regular basis. All employees in the Classified Service are required to submit an authorized bi-weekly timesheet that corresponds to each pay period in the New York State fiscal year.

Falsification of an employee's attendance or time record constitutes a very serious violation and is the basis for disciplinary action under the applicable bargaining unit agreement.

PROCEDURE

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 Friday 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.
- Employees may not leave their job without supervisor approval unless an emergency health/safety issue exists.
- Accruals may be charged in increments as little as 15 minutes(.25). Accruals must be earned **before** they can be used for time off.
- Employees will accrue leave credits for the pay period only when in a full paid status (i.e. working/charging accruals) for 7 out of 10 days each biweekly pay period.
- Employees shall forward their signed timesheets to their supervisors for review and certification.

Applicability

These Time and Attendance Rules apply to the following employees in the Classified Service:

1. All employees who are compensated on an annual salary basis and who work a fixed number of hours, 5 days a week.
2. All employees compensated on an hourly basis who are employed on a regularly scheduled work week of at least 3 ¾ hours per day and 5 days per week - OR- work at least ½ time per pay period, and who have been employed continuously for 19 pay periods without a break in service exceeding one full payroll period.

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 hour employees equates to 320 hours and 7.5 hour employees equate to 300 hours.) 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. CSEA employees are eligible to accrue up to a maximum of 225 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 four (4) consecutive days or more may require medical documentation to be submitted upon return to work. As an employer we are required to designate FMLA for qualifying leave absences. For more information see [Family Medical Leave Act Policy](#).
- Employees may use up to a maximum of 30 days per calendar year of their accumulated sick leave, for absences necessitated by a death or illness in the employee's immediate family.

Excessive Use of Sick Leave Credits

The College is very concerned that employees who continually use an excessive amount of sick leave will not have enough accrued sick leave to cover them in the event of an unforeseen accident or illness. Supervisors periodically review the attendance records of all classified employees and encourage employees whose sick leave balances are low to build their time. Supervisors also review attendance records for patterns of abuse. As a result of such situations, some employees will be required to provide medical documentation for each unscheduled absence until such time as their accruals improve. This requirement shall be documented in a counseling memorandum.

State employees are not covered by the New York State Disability Program. In addition to protecting employees during a long-term illness, sick leave accruals help offset the cost of health insurance during retirement and can add up to 200 days of service credit in calculating retirement benefits.

HOLIDAYS

Unless required to work, the following holidays are granted as days off with pay:

- New Year's Day
- Martin Luther King Day
- Lincoln's Birthday
- Washington's Birthday
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Columbus Day
- Election Day
- Veteran's Day
- Thanksgiving
- 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 off. 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 their

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 shift unless they have elected to receive time off instead. Employees may change their Holiday waiver between April 1st and May 15th each year and any such action will apply to all holidays for that year

When a holiday falls on a full-time employee's regular day off (pass day), they are 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 scheduled to work that day up to a maximum of 8 hours. 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](#).

In accordance with the agreements some State holidays may be designated as 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 float holiday time is credited to employees' leave accruals.

Employees absent from work on sick leave at ½ pay, Leave Donation Program, Workers' Compensation leave without charge to credits, or leave without pay are not entitled to charge any absence during such leave as a holiday nor do they accrue time off in lieu of a holiday.

Cancer Screening

Absences up to 4 hours for [cancer screening](#) for both genders are excused absences without charge to accruals although employees must provide documentation for the absence.

Jury Duty

Whenever the presence of an employee is required for jury duty, or as a subpoenaed or otherwise ordered witness in court, or before a quasi-judicial body, such employee is entitled to leave with pay without charge to leave credits if they are not a party to the action (i.e., defendant or plaintiff). SUNY Geneseo requires proof that the employee's presence is required for such a purpose. The court system will issue you a piece of paper confirming your presence in the court on a specific date or dates. This official form needs to be submitted to Human Resources.

Leave for Civil Service Examination

Employees shall be allowed leave with pay without charge to credits to take New York State Civil Service promotion or open competitive examinations at the appropriate center, provided that due notice is given by the employee to their supervisor. Time off without charge to credits is also granted to employees being interviewed for State positions as a result of the establishment of eligible lists.

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 taken on College property may not be used for sleeping.
- 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 the 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 lost pay and may also result in disciplinary action.

Overtime & Sick Leave Provisions for CSEA and PEF Represented Employees

When mandatory overtime is worked in the 40-hour workweek, both scheduled and unscheduled absences charged to sick leave accruals are considered time worked.

When voluntary overtime is worked, a scheduled absence charged to sick leave accruals is considered time worked, but an unscheduled absence charged in that week to sick leave accruals is not considered time worked.

See [Overtime Policy](#) for more details related to provisions for approval of overtime.

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 Geneseo Human Resources and Payroll Services 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.