	Effective Date: January 1, 2014
	Category: Human Resources Contact: Human Resources (585) 245-5616

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.

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

PROCEDURE

REPORTING OBLIGATION FOR SUNY PROFESSIONAL STAFF

- **Professional staff are those employees** appointed under the authority of the Policies of the Board of Trustees of the State University of New York at SUNY Geneseo (Unclassified, M/C employees, Academic employees, and Professional employees) and they are required to certify the fulfillment of their professional obligation and record their accruals and charges against them on forms provided by the College.

- Such forms shall be submitted to the College President, or designee, for review on a monthly basis by the 10th day of the month following the month of obligation being reported. Such forms must be certified as accurate by the employee and their immediate supervisor or department chair (academic employees). Failure to submit timesheets in a timely manner may create a hold on an employee's paycheck pending submission of their attendance report.

- Academic year obligation Faculty and College Year Obligation Professional Employees are required to submit accurate attendance reports during their academic year or defined college year obligation (generally September through May for academic year obligation and as specified in the appointments for college year obligation employees).

- Employees appointed in the coach or assistant coach role are required to submit accurate time records for the month of their respective athletic obligation.

- Employees represented by UUP see: http://www.goer.ny.gov/Labor_Relations/Unions_Units/uuppsnu.cfm article 23 for more information

ACCRUALS FOR STATE FACULTY & PROFESSIONAL STAFF

- "Professional Staff" employees are eligible to earn leave credits for any month in which they are in paid obligation status the majority of the month. Generally 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.

- Except for Unclassified M/C employees who immediately earn accruals at the rate of 1.75 days per month (pro rata if part-time), professional staff accruals are based on years of service for full-time employees and on the basis of projected salary for part-time professionals, and number of courses for part-time faculty. (The accrual tables can be found at: http://www.goer.ny.gov/Labor_Relations/Unions_Units/uuppsnu.cfm article 23)

- Professional Staff (Unclassified Service M/Cs, Academic Employees, and Professional Employees) appointed to calendar year obligations or college year obligations are eligible to earn both vacation and sick leave credits during their periods of obligation and are entitled to a maximum of 12 paid holidays per year. College-Year Obligation Employees are entitled to holidays that fall within their period of obligation if they are required to work on the holiday.

- Academic-Year-Obligation Faculty employees accrue sick leave credits only.

- "Professional Staff" employees may use/charge accruals in increments of as little as ¼ of a day.

ANNUAL (Vacation) DAYS
FOR PROFESSIONAL STAFF (Must have Calendar Year or College Year Obligation in order to accrue).

Annual leave 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. 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 from the respective supervisor or desginee.

SICK 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.

- Absences due to illness must be reported to the supervisor as soon as possible.

- Sick related absences of 10 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 go to http://go.geneseo.edu/HRLeaves

- 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. Maximum days are subject to change per the negotiations between New York State and UUP represented employees

- Sick leave accruals cannot exceed 200 days.

Special provisions:
Absences up to 4 hours for breast cancer screening for both genders are excused absences without charge to accruals although employees must provide documentation for the absence. Similarly, absences of up to 4 hours for prostate cancer screening are excused absences without charge to leave accruals subject to documentation.

LEAVE REGULATIONS
The Leave Regulations applicable to employees in the Unclassified Service are contained in the SUNY Board of Trustee Policies and the Agreement between New York State and United University Professions (for employees in positions represented by UUP).

The SUNY Geneseo Human Resources and Payroll Services Office is responsible or auditing and maintaining leave and accrual records for all state employees and for ensuring compliance with the SUNY BOT Policies and appropriate union contracts.