UNC School of Medicine
Joint Business Managers and HR Representatives Meeting

Wednesday, December 9, 2015
9:30 AM – 11:00 AM
End of Year Leave Processing

• Vacation leave is cumulative until December 31st of each year.
• The maximum accumulation (or “carry-over amount”) for full-time SPA employees is 240 hours (pro-rated for part-time employees).
• All vacation leave above the maximum is automatically converted to sick leave effective January 1st if employment status is maintained through December 31st.
End of Year Leave Processing (cont)

• For employees separating on December 31st due to service or early retirement, the excess vacation leave will be converted to sick leave.
• You must complete a manual carry over leave balance adjustment for part-time employees whose FTE is not equal to 50%, 75%, or 80%.
• All active EPA employees, Full or Part-time, have a vacation balance limit of 240 hours and so no manual adjustments are needed.
End of Year Leave Processing (cont)

- Extremely important to ensure that all leave is entered in TIM prior to the rollover on January 1st.
- Negative vacation or sick leave balances cannot be carried over from one calendar year to the next.
- Instructions sent yesterday to TIM administrators on how to pay back negative balances in TIM.
Adverse Weather Policy

The University designates three condition levels regarding adverse weather:

• **Condition 1:** University is fully operational, offices are open; classes are held, all employees are expected to come to work.

• **Condition 2:** University has suspended non-mandatory operations; classes are canceled; offices are open and non-mandatory employees are expected to report to work if possible; **mandatory (severe weather essential) employees** are required to report to work.

• **Condition 3:** University has closed due to emergency conditions; classes are canceled; non-mandatory employees must not report to work; mandatory (severe weather essential) employees are required to report to work. *(See Emergency Closing Policy for details.)*
Adverse Weather Policy (cont.)

- Management must predetermine to the extent possible which employees will be designated as mandatory/severe weather essential and are required to work during an emergency closing.
- The designation shall be communicated to these employees in writing along with the expectation for reporting to work during emergency closings and the consequences for not meeting that expectation.
- Designation must also be in ConnectCarolina.
Adverse Weather Policy

When an employee does not report to work, reports to work late, or leaves work early during adverse weather conditions, or when it has been determined that non-mandatory operations will be suspended due to adverse weather conditions (Condition 2), time lost from work shall be charged to available paid time off ("PTO", i.e., compensatory time off, holiday equal time off, on-call time off, travel time off, adverse weather equal time off, or paid leave award).
Options for Accounting for Time

• If an employee missed work during a Condition 2 event, the employee must code leave for the time missed.

• If the employee does not have accrued leave to cover the absence, then the supervisor may approve the employee to make up the time within the same work week.

• If an employee does not have accrued leave, then the supervisor can choose to advance vacation leave to the employee (not to exceed the vacation leave amount to be accrued for the remainder of the calendar year) or the employee can take leave without pay.

• Employees who are on prearranged vacation leave or sick leave must charge leave to the appropriate account.
Emergency Closing (Condition 3)

- Employees who are not required to work at an alternate site or as an emergency employee shall not be required to charge leave or make up the time.

- Emergency employees required to work during the emergency shall be granted emergency time off (ETO) on an hour-for-hour basis for all hours worked. This time must be used within 12 months of it being awarded. It should be used after compensatory time off, but must be used before vacation, bonus or sick leave. ETO not taken within 12 months is lost. ETO is not paid out upon separation and does not transfer to another State University.
Retirement Party for Charlene Williams
Tuesday, December 15th
3:00-5:00
G010 Bondurant Hall