200 TIME OFF

205 Benefit Time

205.1 Available Benefit Time (ABT)

Available Benefit Time (ABT) is sick leave, personal business leave and vacation leave. All employees earn or are granted ABT with the following exception: employees in contractual, per diem, temporary or emergency status do not earn and are not granted ABT.

For employees in bargaining units in both full time and intermittent status, the provisions of the appropriate collective bargaining agreement prevail in situations that are covered by the labor agreements.

If you do not have sufficient ABT to cover your absence(s) and do not request an appropriate leave of absence, you will be placed in without pay status and may be subject to discipline in accordance with the Affirmative Attendance policy.

== 205.2 Asking for Time Off

A. Scheduled

You request ABT on HFS 2053, Employee Absence Request/Report. You must request ABT in advance of the date its use is planned. Complete Section A of the form, showing the date, amount and type of ABT requested. The form is submitted to your immediate supervisor. Your immediate supervisor approves or denies the request by completing Section B of the form, gives you a copy, and forwards the original HFS 2053 to the appropriate time reporting location. It is your responsibility to make sure you have enough ABT to cover your request.

B. Unscheduled

When you are unable to request an absence in advance and cannot complete HFS 2053 before the absence, you must advise your immediate supervisor of the need to use ABT within one hour of the start of your work shift. If the need for an unscheduled absence occurs after your shift has begun, you must notify your supervisor as soon as possible. The immediate supervisor (or their designee) completes Section A of HFS 2053 as soon as practicable, showing the date, amount and type of time you have requested be applied toward the absence. The supervisor (or their designee) cannot select the type of ABT to be used. The supervisor (or

their designee) initials the employee signature line in Section A of the form, completes Section B and forwards a copy of the form to the timekeeping person. This procedure is followed for each day of your unscheduled absence unless the entire absence can be reported on the first day of your calling in and does not cross pay periods.

You must sign the form(s) upon returning to work from the unscheduled absence. The original HFS 2053 is forwarded to the timekeeper and the copy is given to you.

If you fail to call in to report an unscheduled absence and identify the type of ABT to be used, HFS 2053 is completed by the supervisor and coded as Absence Without Pay/Unauthorized.

C. **This Section was Intentionally Left Blank**

205.3 Benefit Statements

Your available benefit time (ABT) balances are shown on the stub of the first pay check you receive each month and on the Statement of Earnings, Deductions, and Benefits that accompanies each pay check. ABT balances are also shown on the Available Benefit Time Report that the head of the office receives monthly. It is the official ABT record for all employees in the unit.

205.4 Correction of Official Time Records

You and the unit timekeeper are responsible for keeping accurate records of your use of time. Falsification of time or time records is grounds for discharge.

A. Initiation of Correction Request

You start a correction request by telling the head of the office of an error. The unit timekeeper can also initiate a correction request. The head of the office must assure that office records support the request. If office and employee records disagree, the disagreement is reconciled before sending a correction request to the Payroll Unit.

B. Submission of Correction Requests

Correction requests should be submitted promptly when an error is discovered. When the error involves your ABT, as reflected on your pay check stub or on the Statement of Earnings, Deductions, and Benefits, the correction request should be submitted to the Payroll Unit within 30 calendar days after the receipt of the document that revealed the error. In other instances, correction requests are submitted when the head of the office determines that office records disagree with Payroll Unit Records.

The Payroll Unit notifies the head of the office in writing of its action on a correction request.

The head of the office should not submit a correction request for the convenience of an employee who wishes to change the type of an approved absence recorded on a completed time roll.