

Introduction

Leave records must be maintained by departments for individuals appointed to established positions and other leave-eligible employees (e.g., Graduate Assistants/Associates and Phased Retirees), regardless of the appointment modifier or status and regardless of the funding source. Departments must maintain official documents to meet the requirements of the BOT Regulations, which conform to the Federal and State law, Fair Labor Standards Act (FLSA), and to record leave accrued, earned, used, and cashed-out. Each college/division or department (hereafter referred to as the organizational unit) is responsible for maintaining complete and accurate attendance and leave records of Faculty, Administration, Executive Service, Staff, and Temporary employees. The dean/director has the overall responsibility for maintaining attendance and leave records and determines the internal operating procedure. Due to the financial liabilities of the organizational unit, the responsibility as Accountable Officer is typically not delegated below the associate or assistant dean/director level.

Designation of a Departmental A&L Coordinator - Each organizational unit designates two or more departmental attendance and leave coordinators (hereinafter referred to as coordinator). Depending on the size of the unit, more than one primary and secondary coordinator may be appointed. To facilitate the training of coordinators, dissemination of information, and scheduling of leave audits, the Division of Human Resources maintains an electronic distribution listing of the names and email addresses of all coordinators. As designated coordinators change, the unit is to advise Human Resources of the change, in writing (email is OK), to ensure training is scheduled and provided to the new coordinator. A coordinator ensures records are properly maintained for the unit. The coordinator acts as a liaison between the organizational unit and Human Resources, serves as a resource person to the employees in the unit, and serves as a contact person for the University Attendance and Leave Administrator in Human Resources.

Official Leave Documents – The Automated Leave Tracking System (ALT) is the official system of record. All departments are required to use this system for requesting leave.

Physical Maintenance of Records - All records pertaining to attendance and leave for current employees are to be maintained in a central location within each organizational unit. Records for terminated employees are to be separately maintained.

Recommended Format for the Maintenance of Leave Documents for Active Employees -

- Any information that cannot be entered in ALT must be maintained in a leave file for the current calendar year. Such information includes documents approving administrative leave, FMLA correspondence, sick leave pool request/approval, etc.
- File the folders in alphabetical order for employees in established positions; file Temporary employee's folders alphabetically following the folders for active Administration, Faculty, and Staff employees,
- Fiscal year end (7/1 - 6/30) audits should be maintained in a separate file. Official documents, such as timesheets, should be filed in chronological order separately from other leave documents along with any documentation to support absence or payouts.
- For Temporary employees: attach hourly timesheet to appropriate biweekly Temporary payroll certification and file in chronological order with timesheet for current pay period on top.

Recommended Format for the Maintenance of Leave Documents for Separated (Inactive) Employees -

- Remove folders from the active files and file in alphabetical order by fiscal year (7/1 - 6/30) by date of termination.
- ALT is the official system of record and Human Resources will no longer request leave documents from departments. Please refer to the University Records Retention Policy for guidelines on document storage. For Temporary employees: remove documentation from the active files and file timesheets and Temporary payroll certifications by fiscal year (7/1 - 6/30); retain all records for a minimum of three years after termination or until

the state audit has been conducted and published for that fiscal year, whichever is longer. Then destroy the records according to established retention schedule and acceptable destruction procedures.