

## Introduction

An individual designated as a departmental attendance and leave coordinator has a tremendous amount of responsibility. Departmental Leave Coordinators:

- Ensure that the faculty and staff in his/her department are knowledgeable about leave issues
- Correct and reduce errors in the preparation and maintenance of leave documents
- Prevent over- and under-payments and ensures that all leave-accruing employees receive, use, and are paid for their leave benefits in accordance with applicable Federal or Florida law and USF regulations.

When a leave coordinator reviews leave documents on a biweekly basis and enters leave information into GEMS, problems can be corrected before they are compounded. It also reduces the amount of time the coordinator devotes to preparing for a leave audit and makes reconstructing documents easier when one or more documents are missing. Coordinators are not to audit their own records. These records should be audited by the secondary leave coordinator or designee, as appropriate.

All leave audits must be signed by the employee and accountable officer. Accountable officer for leave purposes only, is the employee's direct supervisor.

## Accountability

Departmental leave coordinator responsibilities are to complete the task they are assigned, to perform the duties required by their job, to be clear about their role and responsibilities and to take ownership in their work.

Appropriate consequences will be applied if departmental leave coordinators are not meeting the responsibilities of their job duties.

## Automated Leave Tracking System (ALT)

The Automated Leave Tracking System, or ALT, in GEMS, is the system of record for all leave activity. Departmental leave coordinators should ensure that leave is reflected accurately within the ALT system.

The Automated Leave Tracking System (ALT) allows the Leave Coordinator to:

- Track all types of leave (sick, vacation, administrative, all compensatory leave, sick leave pool, FMLA, personal holiday, paid time off, faculty paid parental leave, and workers' comp/disability)
- Monitor leave
- Make adjustments in leave balances
- \*Request leave on behalf of employee \*\*
- \*Approve leave on behalf of the supervisor \*\*
- Assist in expediting leave audits/payouts
- Run leave reports

*\* These functions are designed to be performed by the employee and the supervisor; however, there may be circumstances where the departmental Attendance Leave Coordinator may be requested to*

*perform these on behalf of employee or supervisor. The Departmental Leave Coordinator can no longer use the supervisor's EMPLID# when approving leave on behalf of the supervisor. Leave coordinators are required to get written permission from the supervisor before approving any leave request on their behalf.*

*\*\* The Departmental Leave Coordinator may not request leave on behalf of the employee AND approve leave on behalf of the Supervisor in the same instance.*

### **Training for Leave Coordinators**

The USF Attendance and Leave Administrator provides training to new coordinators to assist them in understanding their role and learning applicable regulations, practices, procedures, and if applicable, collective bargaining agreement provisions. Training is also provided to assist in reviewing of leave documents, resolving discrepancies, and making corrections. Additional training is available at periodic workshops, one-to-one, upon request, and prior to the attendance and leave audit for the department.

### **Communicate Attendance and Leave Regulations/Policy and Procedure Changes to Employees**

The leave coordinator may communicate changes by routing information within the unit, making announcements at staff meetings, or advising employees one-to-one. Announcements of changes are made available through communications memos from the Division of Human Resources, What's New in HR on the Division of Human Resources Home Page, and Inside USF.

### **Audit Leave Documents**

Departmental leave coordinators have significant responsibilities to ensure compliance for attendance and leave policies and procedures. These responsibilities include maintaining accurate and up-to-date records. It is important to monitor all leave usage on a bi-weekly basis to maintain a timely and accurate leave balance on all employees in your department.

By monitoring all leave usage on a regular basis and making sure any adjustments are entered into ALT, departmental leave coordinators can effectively reduce or eliminate errors that result in over and underpayments to the employee. Another benefit of monitoring leave records on a bi-weekly basis is the increased speed and ease of conducting an audit.

A thorough leave audit should be conducted at these times:

- prior to any leave payout or separation from the university
- prior to any leave transfer to another USF unit, State agency or university
- Transferring from a leave accruing to a non-leave accruing position
- when an employee deceases
- When an employee enters DROP

Any paper leave records that were created before the ALT system (prior to July 29, 2005) should be retained in accordance with the records retention procedures of the university.

When conducting a leave audit, the following steps must be followed:

- Obtain employees leave history and leave balances
- Review and check to ensure that balances are accurately reflected in ALT
- Make any necessary adjustments to balances in ALT
- Print a copy of audited leave balances for employee
- Proceed to have the accountable officer (accountable officer for leave purposes only, is the employee's direct supervisor) and the employee sign this document and retain this as the official leave record

Return to the Leave Coordinator's Procedures for information on how to navigate to the appropriate locations within ALT to audit and make necessary adjustments.

### **RECONSTRUCT MISSING LEAVE DOCUMENTS**

Leave documents support the payment of salary as well as lump-sum payment of leave to an employee upon termination. It is essential that complete and accurate records be maintained in order to avoid an over- or under- payment. Sometimes, however, leave documents may be misplaced or lost. Therefore, it becomes necessary to reconstruct such documents. For this reason, employees are encouraged to keep copies of all leave documents. When records are missing, the following documents may be used to reconstruct them:

- Copies of missing records retained by employee;
- Notations on desk calendars of supervisor or employee;
- Appointment books; and/or
- Office schedules.