

EDINBORO UNIVERSITY OF PENNSYLVANIA

**FACULTY ANNUAL, SICK, BEREAVEMENT & PERSONAL LEAVE-Policy
No. G010**

Supersedes Policy No. G010, Dated 9/16/81

Recommended for Approval By Richard E. Morley, Vice President for Finance and Human Resources Management

Approved By Foster F. Diebold, President on May 2, 1990

Review Date: As Required

INTENT

The intent of this policy is to introduce positive reporting into supervision of faculty and improve accountability for faculty leave.

POLICY

It shall be the policy of Edinboro University of Pennsylvania to maintain accurate leave records of faculty and to accomplish this in a timely and accurate fashion.

PROCEDURE

A. Anticipated Leave

1. Department Chairpersons will be provided with copies of reporting forms, which will be submitted biweekly. On these forms the Department Chairperson will list all members of the department in alphabetical order and note absences. In addition, Department Chairpersons will be provided with sufficient copies of "Request for Leave" Form STD-330 (see attached) and "Anticipated Absence Form" (see attached) which will be completed for every absence.

2. The faculty member will obtain an STD-330 and Anticipated Absence Form from the Department Chairperson; fill out the form in full, noting in the "remarks" section the name of the substitute who will teach classes; and return it to the Department Chairperson. In the event that the "remarks" section of the STD-330 is too small to accommodate information concerning substitutes (for example, because of multiple substitutes covering missed classes, particularly for extended periods of illness), the faculty member will indicate in the "remarks" section that information concerning substitutes is too lengthy and that such information will be given to the Department Chairperson, from whom it will be available. If the faculty member will be absent because of illness for three days, a doctor's certificate may be required to accompany

Form STD-330.

3. The Department Chairperson will record the faculty member's leave request and forward all three copies of Form STD-330 to the appropriate Dean.
4. The Dean will either approve or disapprove the leave and sign and date the STD-330.
 - a. If the leave is not approved, the Dean will return the employee's copy of Form STD-330 to the faculty member, file the approving authority's copy for his/her records, and return the leave clerk's copy to the Department Chairperson as notification.
 - b. If the leave is approved, the Dean will notify the Department Chairperson, return the employee's copy of Form STD-330 to the faculty member, file the approving authority's copy for his/her records, and attach the remaining leave clerk's copy to the Department Chairperson's biweekly report when it is received. The Dean will forward copies of the Department Chairperson's biweekly report with supporting documentation to the Provost/Vice President for Academic Affairs.
5. The Dean will review the biweekly reports, accompanying STD-330 forms and doctor's certificates, and forward them to the Payroll Office by noon on the following Monday.
6. The leave clerk in the Payroll Accounting Office will file the Department Chairperson's biweekly report and post the faculty member's leave for entry into the State's computer system. The leave clerk will retain STD-330 forms and doctor's certificates for use by auditors for a period of time specified by State regulations.
7. The faculty member will complete an Anticipated Absence Form and attach it to Form STD-330. The Anticipated Absence Form will be completed and processed in accordance with the instructions on the form (see attached).

B. Unexpected Leave

The faculty member will notify the Chairperson or the Dean of his/her unexpected illness. The Chairperson will notify the Dean. The Department Chairperson will record the faculty member's absence; when the faculty member returns, the Chairperson will solicit an STD-330 form and, if applicable, a doctor's certificate. If a faculty member refuses to supply this documentation upon his/her return, the Department Chairperson will nevertheless note the faculty member's absence on the bi-weekly report and forward the bi-weekly report without the supporting documentation to the Dean. The Dean will be responsible for collecting all appropriate supporting documentation that isn't attached and will forward information to the leave clerk within the 10 day time limit.

The Dean will provide copies of all of the unexpected leave forms and documentation to the Vice President for Academic Affairs.

attachment

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ANTICIPATED ABSENCE FORM

FOR FACULTY

1. Request is for _____ Annual leave _____ Sick leave _____ Personal day(s)

2. Total days/hours requested per attached STD-330 form: _____ Days plus _____ Hours

3. By the requested leave date, I will have a balance of _____ Days plus _____ Hours for the type of leave indicated in (1) above.

4. If the balance is not sufficient to cover the time requested I will have an accumulated leave balance of the following _____ Days plus _____ Hours through December 31st of the current year of _____ for the leave category indicated in (1) above (not applicable to sick leave).

5. Requestor Name _____ Requestor Signature _____

Requestor's Dept. _____

Date _____

6. Approvals:

Name-----Approved/Denied-----Signature-----Date-----

Immediate Supervisor

Department Head

Dean

Vice President

President

Instructions:

(A) Faculty member completes STD-330 form and attaches to this Anticipated Absence Form for processing.

(B) Faculty member forwards form to their Department Chairperson for approval.

(C) The Department Chairperson forwards form to their Dean for approval.

(D1) If there is sufficient time in (3) above to cover time requested in (2) above, the Dean sends the Faculty Member and Department Chairperson a copy of the form and attaches the form to the Dean's copy of the bi-weekly report sent to the Payroll Office, which includes all STD-330s and doctor certificates.

Or (D2) If item (4) above applies, the form is also routed from the Dean to the Provost, to the President and back to the Dean via the Provost for the Dean's distribution as in (D1) above.